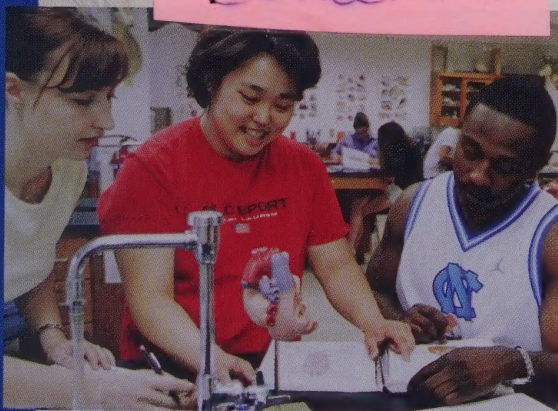


STUDENTS • LEARNING • TECHNOLOGY

CANDELARIA

With
Corrections



2002 - 2003

EDUCATION THAT WORKS
ForsythTech
COMMUNITY COLLEGE



Forsyth Technical Community College

2002 - 2003 Catalog

Forsyth Technical Community College provides this catalog for prospective students and other interested people with information about the college and its programs. This catalog supersedes all previous catalogs; and information about programs, fees, and regulations contained in earlier issues. The provisions of this publication are not to be regarded as an irrevocable contract between the student and Forsyth Technical Community College. The college reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedures when deemed necessary. Every effort will be made to minimize the inconvenience these changes might create for students.

Campus Locations

(All mail should be sent to the Main Campus address.)

Main Campus
2100 Silas Creek Parkway
Winston-Salem, NC 27103-5197
(336) 723-0371

4th Street Small Business Center
Chamber Building
601 West 4th Street
Winston-Salem, NC
(336) 631-1320

5th Street Library Center
Forsyth County Public Library
660 West 5th Street
Winston-Salem, NC
(336) 631-1325

Southside Hispanic Center
309 East Sprague Street
Winston-Salem, NC
(336) 631-8878
Se habla español.

Grady P. Swisher Center
1251 Dudley Products Drive
Kernersville, NC
(336) 993-6780

Stokes County Office
904 North Main Street
Walnut Cove, NC
(336) 591-3464

West Campus
1300 Bolton Street
Winston-Salem, NC
(336) 761-1002

Mazie S. Woodruff Center
4905 Lansing Drive
Winston-Salem, NC
(336) 744-5159

ACADEMIC CALENDAR

FALL SEMESTER, 2002

Tuesday and Wednesday, August 13-14 and Saturday August 17	Registration
Monday, August 19	First Day of Classes
Tuesday, August 20	Last Day to Add Classes
Monday, September 2	Labor Day Holiday
Monday and Tuesday, October 14 - 15	Fall Break (FWDs)
Monday, December 2	Last Day to Drop Without Penalty
Wednesday, November 27	FWD (no classes)
Thursday and Friday, November 28 - 29	Thanksgiving Holidays
Monday, December 2	Last Day of Classes
Tuesday, December 17	Grade Posting (FWD)
Tuesday, December 24 through Wednesday, January 1	Winter Holiday

SPRING SEMESTER, 2002

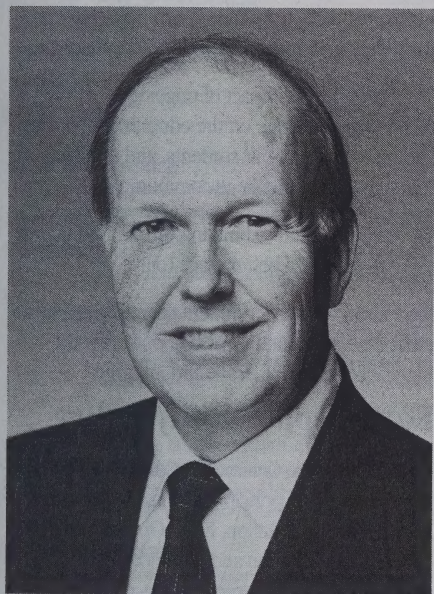
Saturday, January 4	Registration
Monday and Tuesday, January 6-7	Registration (FWDs)
Wednesday, January 8	First Day of Classes
Thursday, January 9	Last Day to Add Classes
Monday, January 20	Martin Luther King, Jr. Holiday
Monday and Tuesday, March 10-11	Spring Break (FWDs)
Friday, April 18	Easter Holiday
Monday, April 21	Last Day to Drop Without Penalty
Monday, May 5	Last Day of Classes
Tuesday, May 6	Grade Posting (FWD)
Thursday, May 8	Graduation (FWD)
Friday, May 9	FWD

SUMMER TERM, 2003

Wednesday, May 14	Registration (FWD)
Thursday, May 15	First Day of Classes
Monday, May 19	Last Day to Add Classes
Monday, May 26	Memorial Day Holiday
Friday, July 4	Independence Day Holiday
Tuesday, June 15	Last Day to Drop Without Penalty
Monday, July 28	Last Day of Classes
Tuesday, July 29	Grade Posting (FWD)
Thursday, July 31	Graduation (FWD)

Dates are subject to change without notice. FWD - Faculty Work Days

A MESSAGE FROM THE PRESIDENT



Gary M. Green

Welcome to Forsyth Technical Community College! Your community college is here to offer you a broad range of transfer and career programs that will help you to develop your talents and skills.

We recognized early on that for our graduates to be competitive in society, they must have a solid educational foundation. We built that foundation with strong academics, the best technology possible, and the flexibility to develop offerings that meet the needs of the business community today.

Forsyth Tech is committed first and foremost to student success. At any of the college's eight locations, you will find a learner-centered environment with quality instruction, valuable support services, and a student-friendly atmosphere. You will find Forsyth Tech to be one of the most technologically sophisticated colleges in the southeast. We work hard to ensure that our students are well prepared for an increasingly high tech economy.

In this catalog, you will find information on such areas as admissions, student support services, academic programs of study, and business and industry training programs.

We hope that you will meet with our faculty, staff, and students, and learn firsthand why more than 40,000 students choose Forsyth Tech for credit and noncredit courses. I encourage you to talk with us if you have specific questions, either via the Internet, by telephone, or in person.

Best wishes for your future success.

A stylized, handwritten signature in dark ink, appearing to read "Gary M. Green".

Gary M. Green, Ed.D.
President

FOREWARD

Mission

Forsyth Technical Community College is a comprehensive community college providing technical, transfer, adult basic education, corporate and continuing education programs, and support services that are innovative, flexible, and responsive to student and community needs. The college offers lifelong learning opportunities and support for diverse learners through both traditional and alternative delivery systems. The college also supports economic growth and opportunity through work force development and community development through partnerships with public and private sectors. Graduates of Forsyth Tech are technically skilled, regionally and globally oriented, and prepared for lifelong learning and full civic participation.

Statement of Values

The community of students, faculty, and staff of Forsyth Technical Community College is committed to these values:

We value our students, hold high expectations of them, and are ceaselessly committed to helping them meet their goals.

We are a learner-centered college providing a variety of quality learning opportunities tailored to student and community needs.

We recognize the impact of ongoing technological change on the educational process and on the lives of our students, and embrace this change in our college community.

We are committed to building the community we serve to make it a better place to live.

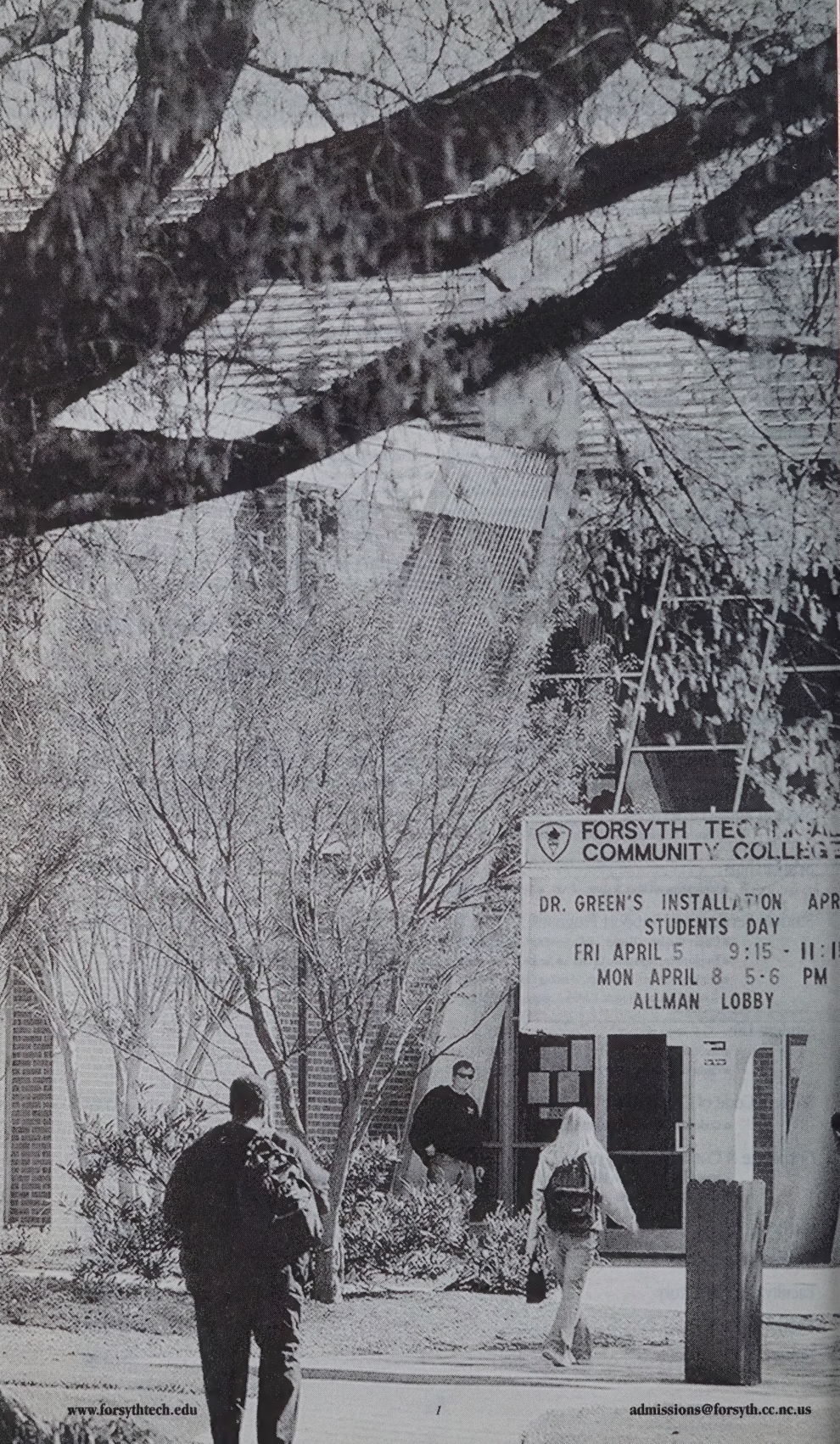
We value a work environment characterized by mutual respect, and demand of ourselves the highest competence, trust, and integrity.

Equal Opportunity Policy

Forsyth Technical Community College is committed to the principle of equal opportunity. It is an Affirmative Action, Equal Opportunity, ADA, Section 504 institution and does not discriminate on the basis of race, sex, color, age, religion, national origin, disability, or political affiliation with regard to its students, employees, or applicants for admission or employment.

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**FORSYTH TECHNICAL
COMMUNITY COLLEGE**

**DR. GREEN'S INSTALLATION APR
STUDENTS DAY**

FRI APRIL 5 9:15 - 11:15

MON APRIL 8 5-6 PM

ALLMAN LOBBY

Governance

Forsyth Technical Community College is one of 59 institutions operating in the North Carolina Community College System, a statewide organization of public, two-year, and post-secondary educational institutions. The statutes of the state of North Carolina provide for the organization and administration of a community college system under the direction of the state board of community colleges. This 20-member board has full authority to adopt all policies, regulations, and standards it deems necessary for the operation of the system. The governor and the General Assembly appoint members of the state board. The state board has three major functions: equitable distribution of funds and fiscal accountability, establishing and maintaining state priorities, and educational program approval and accountability.

Forsyth Technical Community College is governed by a 12-member board of trustees - four appointed by the governor of North Carolina, four appointed by the Winston-Salem/Forsyth County Board of Education, and four appointed by the Forsyth County Board of Commissioners. The Student Government Association president serves as a nonvoting member. Trustees are appointed to four-year terms and set local policy for the college.

Accreditation

Forsyth Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4907; Telephone number 404-679-4501) to award associate's degrees, diplomas, and certificates.

The college is a member in good standing of the American Association of Community Colleges.

Specialized Program Accrediting and Approval Agencies

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Joint Review Committee on Educational Programs in Diagnostic Medical

Sonography (JRCEDMS)

- Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)
- Joint Review Committee on Education in Radiologic Technology (JRCERT) (20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901; 312-704-5300; mail@jrcert.org)
- National Automotive Technicians Education Foundation, Inc. (NATEF)
- North Carolina Board of Nursing
- The Electronic Engineering Technology is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET) (111 Market Place, Suite 1050, Baltimore, MD 21202)

North Carolina Community College Performance Standards

Reported in 2001 based on Forsyth Technical Community College data submitted 1999-2000

Progress of Basic Skills Students*	.M
Passing Rates on Licensure Certification Exams*M	
<i>Goal Completion for Completers & Non-Completers*</i>	
Employment Rate of Graduates*	.M
Performance of College Transfer Students *	.SI
Passing Rates in Developmental Courses**	.M

Success Rate of Developmental Students in College-Level Courses

Student Satisfaction of Completers & Non-Completers	.M
Curriculum Student Retention & Graduation	.M
Employer Satisfaction	.M
Business & Industry Satisfaction with Services Provided	.M

Program Enrollment

Total Standards Met or Significant Improvement	.9
Total Performance Funding Standards Met or Significant Improvement	.5

M = Met Standard, SI = Significant Improvement

* Standard required by the state for accountability and performance funding.

** 6th standard picked by Forsyth Tech to be included for performance funding

History

For over 40 years, Forsyth Technical Community College ideals have remained the same: to provide quality education and training for the citizens of North Carolina. Forsyth Tech's first classes began in the fall of 1960. Automotive mechanics, machine shop, electronics, and practical nursing were among the first course offerings at the new Winston-Salem/Forsyth County Industrial Education Center, Forsyth Tech's first name.

Nineteen sixty-three witnessed the establishment of the North Carolina Department of Community Colleges and, with that, the Winston-Salem/Forsyth County Industrial Education Center passed to the new Community College System. In 1964 came a new name—Forsyth Technical Institute and commitment to the community grew steadily with the addition of the General Adult Enrichment Courses in 1964-65. Adult Basic Education began at the Institute in the summer of 1965.

The 1970's brought more change and expansion for Forsyth Technical Institute. The allied health curriculum was created in the fall and winter of 1971-72, offering courses in three areas: nuclear medicine, radiological technology, and respiratory therapy. A police science curriculum, today called the criminal justice curriculum, was added in 1971. And in the fall of 1972, a two-year nursing degree program was added. In 1974 the College Foundation was created to work with Alumni to raise funds for buildings, programs, and scholarships.

In the 1980's, expansion led to the acquisition of the Dalton Junior High School site, which became the Institute's West Campus site in Winston-Salem and ground was broken for a technology building, Hauser Hall, on the main campus site. Nineteen eighty-five saw the first of two more name changes for Forsyth Technical Institute, with the name changing to Forsyth Technical College, and then, in 1987, to its current name, Forsyth Technical Community College. In 1989, the College Transfer Program began which allowed the College to serve an even wider portion of the community.

As the College entered the 1990's, new buildings were added. Bob Greene Hall, with classrooms and laboratories, and the Learning Center were dedicated in 1991. The Allman Center, in 1992, provided both classroom and administrative space. In 1996 the Corporate and Continuing Education Division added two training sites in downtown Winston-Salem to better serve the business and industry sectors. In 1998 two new off-campus centers were added: the Mazie S. Woodruff Center in Northeast Winston-Salem, and the Grady P. Swisher Center in Kernersville.

Forsyth Tech continues to look at training needs for the future. Forsyth Tech is currently a regional Cisco training academy and with the addition of the Thomas H. Davis iTEC (information technology education) Center, Forsyth Tech is providing a broad spectrum of technology training to the Northwest Piedmont utilizing traditional classroom and online courses to provide diverse technology training.

Forsyth Tech Foundation

The Forsyth Tech Foundation was established in 1974 to provide additional financial support for the college through private donations. Re-activated in 1997, the Foundation supports student scholarships, new technology, and faculty and staff professional development.

Gifts to the Foundation are deductible on federal and state income tax reports, both individual and corporate, up to applicable laws. All gifts, large or small, are appreciated and may be designated for specific programs and projects.

Since 1997, the Foundation has added the following:

ten endowed scholarships:

- Terry Alexander Memorial Scholarship from the Clemmons Rotary
- Don Angell Nursing Scholarship
- John P. Arrowood Sr. Scholarship
- Branner-Dixon-Baldwin Scholarship in Practical Nursing
- Mary B. Lauerma Nursing Scholarship

- Lucent Technologies Pioneers Scholarships (2)
- Steven R. Moser Paralegal Scholarship - in paralegal studies
- Wacovia General Scholarship
- Hilda R. and William H. Moser Scholarship - in paralegal studies

four endowed programs:

- Thomas H. Davis /TEC Center
- William Henry Moser Family Paralegal Program
- James A. Rousseau II Minority Male Mentoring Program
- Women's Resource Center Endowment

one endowed faculty award:

- C. David Kepple Memorial Faculty Award

Advisory Committees

Each curriculum has an advisory committee composed of representatives of local businesses, industries, and educational and community organizations. The advisory committees provide contact between Forsyth Tech and the community to maintain current and relevant programs of instruction to meet the needs of the community.



PROGRAMS of STUDY

Degree Programs

Arts and Sciences

Associate in Arts ♦

- Pre-Major Business Administration ♦
- Pre-Major Criminal Justice ♦
- Pre-Major Elementary Education, Middle Grades Education, and Special Education ♦
- Pre-Major English ♦
- Pre-Major History ♦
- Pre-Major Nursing ♦
- Pre-Major Physical Education ♦
- Pre-Major Psychology ♦
- Pre-Major Social Work ♦
- Pre-Major Sociology ♦

Associate in Science ♦

- Pre-Major Biology and Biology Education ♦
- Pre-Major Chemistry and Chemistry Education ♦
- Pre-Major Engineering ♦
- Pre-Major Mathematics ♦

Biotechnology ♦ ♦

- Criminal Justice Technology ♦
- Criminal Justice Technology/Latent Evidence ♦
- Early Childhood Associate ♦
- Early Childhood Associate/Teacher Associate ♦ ♦
- Emergency Medical Science
- Emergency Medical Science/Bridging Program
- Fire Protection Technology ● ★
- General Occupational Technology ♦
- Human Services Technology
- Speech-Language Pathology Assistant ①

Business Information Technologies

- Accounting ♦
- Business Administration ♦
- Business Administration/Banking and Finance ♦
- Business Administration/Electronic Commerce ♦
- Business Administration/International Business ♦
- Business Administration/Logistics Management ♦
- Computer Programming ♦
- Global Logistics Technology ♦
- Information Systems ♦
- Information Systems/Network Administration and Support ♦
- Information Systems Security ♦
- Internet Technologies ♦
- Medical Assisting ①
- Medical Office Administration
- Office Systems Technology ♦
- Paralegal Technology ♦

Engineering Technologies

- Architectural Technology
- Automation/Robotics Technology ♦

Automotive Systems Technology ♦

- Automotive Systems Technology/
Race Car Performance
- Broadcasting and Production Technology ♦ ♦
- Computer Engineering Technology ♦
- Electronics Engineering Technology ♦
- Film and Video Production Technology ★
- Graphic Arts and Imaging Technology
- Horticulture Technology ♦
- Machining Technology
- Machining Technology/Tool, Die,
and Mold Making ♦ ★
- Manufacturing Engineering Technology
- Mechanical Engineering Technology/
Drafting and Design

Health Technologies

- Associate Degree Nursing ① ②
- Medical Laboratory Technology ★ ①
- Medical Sonography ①
- Nuclear Medicine Technology ①
- Physical Therapist Assistant ★ ②
- Radiation Therapy Technology ②
- Radiation Therapy Technology-
Advanced Placement ①
- Radiography ①
- Respiratory Therapy ①

Diploma Programs

- Accounting ♦
- Air Conditioning, Heating, and
Refrigeration Technology ♦ ①
- Autobody Repair ①
- Automotive Systems Technology ♦
- Cardiovascular Sonography/
Adult Echocardiography ①
- Carpentry ①
- Computed Tomography & Magnetic Resonance
Imaging Technology ③
- Computer Programming ♦
- Dental Assisting ①
- Electrical/Electronics Technology ①
- Electronic Servicing Technology ①
- General Occupational Technology ♦
- Graphic Arts and Imaging Technology ①
- Heavy Equipment and Transport Technology ①
- Information Systems ♦
- Information Systems-Desktop Publishing ♦
- Information Systems/Network Administration
and Support-Microsoft Technology ♦
- Machining Technology ♦ ①
- Medical Sonography ①
- Medical Transcription ①

PROGRAMS of STUDY

Office Systems Technology ♦
Plumbing ①
Practical Nursing ① ②
Real Estate ●
Recreational Vehicle Maintenance
and Repair Technology ♦ ①
Therapeutic Massage ♦
Welding Technology ♦

Certificate Programs

Architectural Technology-CAD/Digital Imaging ♦
Autobody Repair ♦
Automation/Robotics Technology ♦
Business Administration-Customer Service ♦
Cardiovascular/Vascular Interventional Technology ①
Carpentry/Framing
Computed Tomography & Magnetic Resonance
Imaging Technology-Computed Tomography ③
Computed Tomography & Magnetic Resonance
Imaging Technology-Magnetic Resonance
Imaging ②
Computer Programming ♦
Early Childhood Associate-Administration ♦
Early Childhood Associate-Early Childhood ♦
Early Childhood Associate-Early Literacy ♦ ♦
Early Childhood Associate-School-Age ♦
Early Childhood Associate-Special Education ♦ ♦
Electrical/Electronics Technology
Electronics Engineering Technology ♦
Graphic Arts and Imaging Technology-Electronic
Publishing ●
Heavy Equipment and Transport Technology ♦
Horticulture Technology-Greenhouse Operations
and Management ♦
Horticulture Technology-Landscape Maintenance ♦
Horticulture Technology-Nursery Operations and
Management ♦
Human Services Technology-Social Services
Information Systems ♦
Helpdesk ♦
PC Literacy
Information Systems/Network Administration and
Support-Cisco Router Technology ♦
Information Systems/Network Administration and
Support-Microsoft Technology ♦
Information Systems/Network Administration and
Support-Novell Technology ●
Internet Technologies ♦
Manufacturing Engineering Technology ♦
Mechanical Engineering Technology/
Drafting and Design
Office Systems Technology ♦
Paralegal Technology-Personal Injury ♦
Paralegal Technology-Real Property ♦

Plumbing
Real Estate ●
Real Estate Appraisal ● ①
Recreational Vehicle Maintenance
and Repair Technology ♦ ①
Welding Technology ♦

Corporate & Continuing Education

Educational Programs

Adult Basic Education
Adult High School Diploma
Adult Literacy Apprenticeship Program
CareersNOW! Vocational Programs
Community Service Programs
Compensatory Education
Computer Applications
Educational Career Center-JobLink
Emergency Services
Employee Health and Safety
English as a Second Language (ESL)
Focused Industrial Training
General Educational Development (GED)
in English and Español
HVAC Apprenticeship
Health Occupations
Human Resource Development (HRD)
Industrial Technology
Inside Wireman Apprenticeship
Language and Cultures
Licensure and Certification Courses
New and Expanding Industry
Plumbing I Apprenticeship
Pre-Employment Training
Small Business Center

Educational Services

Basic Skill Assessments
Customized Spanish
Customized Training
Educational and Career Planning
Job Task Analyses
Training Needs Assessments
Southside Hispanic Center

Key:

- ♦ Day and Evening Program
- Evening Only Program
- ★ Consortium Curriculum
- ❖ This curriculum will be offered pending State Board approval.
- ① Begins fall semester
- ② Begins spring semester
- ③ Last half of summer term



Student Development Services Division Mission

The mission of the Student Development Division is to encourage students to learn, grow, and achieve success in a supportive academic environment. The Student Development Services mission is accomplished by providing a variety of services in accordance with the Forsyth Technical Community College mission. Student Development Service staff members coordinate these services in cooperation with all other divisions on campus. Services for students include recruitment, placement testing, accommodations for students with disabilities, admission and orientation to the college, registration, counseling, information and referral services, student records, career guidance, drug and alcohol awareness education, student financial services, student activities, and employment assistance.

General Information

Forsyth Tech is an equal opportunity institution and operates under an open-door admissions policy. Admission to the college's curriculum programs is open to all students with a high school diploma or its equivalent. High school students and home-schooled applicants 16 years of age or older may be admitted into college credit and continuing education courses in accordance with the dual enrollment policies adopted by the state of North Carolina.

Forsyth Tech offers programs of study leading to a degree, diploma, or certificate in areas of business, health, general education, and engineering technologies. In addition, the college offers the associate in arts and associate in science college transfer degrees, including 14 pre-major courses of study.

The admissions process requires the following:

- The initial application
- Official transcripts of secondary (high school or equivalent) and post-secondary work
- Placement tests, when applicable

Other documents may also be required to

participate in clinical or practical training courses in certain programs such as:

- Health examinations
- Reference forms, when requested
(i.e., transcripts, general education development [GED] certificates, diplomas)

All admission documents become the property of the college and are not to be copied for release to students or third parties.

Admission to the college does not imply immediate admission to the curriculum desired by the applicant. Placement in certain programs is limited, and admission to a specific program of study is based on guidelines developed to ensure the student's chance of success in the program.

Admissions counselors and advisors use the applicant's educational achievements and placement test results to assess his/her potential for success in specific instructional programs. If evaluations of the applicant's test scores and high school records indicate his/her lack of readiness to enter a specific course, the applicant may be required to enroll in a developmental education course to prepare for admission to the desired curriculum. Through counseling conferences held before admission, the applicant may obtain assistance in setting realistic goals.

Forsyth Tech reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process.

The applicant should submit a completed application to the Admissions Office for the semester he/she plans to enroll. Although potential students may apply at any time, the applicant is encouraged to complete the admissions process as early as possible. This allows adequate time for processing and satisfying admissions requirements for programs of study. Write, call, or access our web site to obtain an *Application Form* and detailed information about instructional programs, or call for an appointment to meet with an admissions counselor.

Admissions Office
Forsyth Technical Community College
2100 Silas Creek Parkway
Winston-Salem, NC 27103-5197
(336) 723-0371, ext. 7253 or 7256
admissions@forsyth.cc.nc.us
An application is also available online.
www.forsythtech.edu

Please read the Corporate & Continuing Education section of this catalog to learn about admissions requirements for non-curriculum programs.

Transcripts/Academic Assessment

Admissions requires a transcript from a high school, an adult high school diploma program, or a general education development (GED) certificate program. Applicants who have earned the GED certificate in North Carolina are requested to have a transcript certifying high school equivalency sent to the Admissions Office.

Write to:

State GED Administrator
Department of Community Colleges
200 West Jones Street
Raleigh, NC 27603-1337

Students who have completed an associate's or bachelor's degree may substitute their official college transcript showing the graduation date in place of their high school transcript for certain programs. Students desiring transfer credit must request official transcripts from post-secondary institutions they have attended before credit can be evaluated.

Applicants for most programs will be required to submit scores on either the Scholastic Aptitude Test (SAT), the American College Test (ACT), or the placement test given at Forsyth Tech. Other placement test scores will be evaluated by the admissions staff. Information concerning the SAT/ACT may be obtained from local high school counselors or the Forsyth Tech Counseling Center in Student Development Services. Information on and registration for the placement test is available at the information desk (1st Floor), Allman Center, Main Campus. To receive practice tests, worksheets, and tips on taking the placement test, contact the Forsyth Tech Learning Center at

(336) 734-7365, or tutor@forsyth.cc.nc.us.

Test results are used in helping students assess their aptitudes and achievements in relation to their interests and desires. This information provides a basis for placing students in appropriate courses.

Admissions Requirements for Home School

The home school administrator must show and provide proof that the home school is certified by the North Carolina Department of Non-Public Instruction. This means that the administrator must have a school approval number (if available), a charter for the school, or anything that denotes approval from the North Carolina Department of Non-Public Instruction and provide copies of this information with the application.

The home school administrator must complete the "high school student permission for enrollment" section in the curriculum courses application and provide an official home school transcript. If the home school administrator does not have an official transcript, a *Transcript Form* is available at Forsyth Tech. The transcript has to be complete and notarized before it is considered acceptable.

If the home school administrator and/or the student does not have the proper certification, the student cannot register for any curriculum courses at Forsyth Tech. If the student insists on enrolling, he/she must obtain a general education development (GED) certificate from Forsyth Tech's Corporate & Continuing Education program before being eligible to register for other classes.

Admissions Requirements for Curricula

The basic requirement for admission to any curriculum is a high school diploma or its equivalent. Applicants who are not high school graduates may arrange to complete their high school requirements through the Corporate & Continuing Education program [general education development (GED) or adult high school (AHS)]. Applicants who are not high school graduates but who demonstrate an ability to benefit from the instruction may be admitted to many certificate and

diploma programs that emphasize skills-based training.

Some programs have limited enrollment and prospective students are encouraged to apply early. Some of these limited-enrollment programs may have waiting lists for courses in the curriculum. Students on the waiting list may take the general education courses required in the program, subject to an academic advisor's approval.

Associate Degree Curricula

The associate degree curricula requires students to have strong backgrounds in reading comprehension, writing, and mathematics.

All health curricula use a selective admissions process. Students may apply for only one health curriculum at a time. Students will only be considered for the curriculum listed on their most recent application. Students who want to be considered for a different curriculum must complete a new application. Students meeting minimum requirements are assessed on a rating scale that ranks previous course grades in English, biology, and algebra, and completion of other health profession training programs. Highest-ranking students will be admitted first. Students not admitted must re-apply to be considered for the next acceptance class.

Please note that certain health technologies curricula must admit applicants under state statutes of the licensure agencies. The North Carolina Board of Nursing has state statutes that identify reasons for prohibiting licensure for associate degree nursing and practical nursing graduates. The reasons are referred to the department chairperson.

All students in nuclear medicine technology, radiography, and radiation therapy technology come under the radiation exposure regulations of the state and federal government (radiation safety hazard regulation). Any student who receives exposure in excess of permissible limits as defined by the regulations will be advised of the possible harmful effects and may be dropped from the curriculum. The regulations pertaining to students below the age of 18 are more stringent than those for the older student.

Diploma and Certificate Curricula

For non-high school graduates with special abilities, exceptions to the required diploma may be made under certain circumstances in all curricula except practical nursing. Applicants may be admitted into some curricula on the basis of high school records; however, placement test scores and permission granted by department chairpersons may be required.

In many curriculum areas the courses earned in completing the certificate program count toward the diploma and/or the associate's degree. Questions concerning the need for testing or the application of credits should be directed to the Admissions Office.

Transfer Credit

Applicants who have attended other post-secondary institutions may transfer credits in courses comparable in content, objective, quality, and credit hours to those offered at Forsyth Tech. When granting a transfer credit is in question, the student may be asked for supporting documentation such as a course description or course syllabus.

For accepted students, Forsyth Tech evaluates transfer credit for equivalent courses with the grade of C or better from member institutions of the North Carolina Community College System and other post-secondary institutions accredited by a regional accrediting association. Courses taken on a pass/fail basis will be considered only after receiving (in writing) the requirements necessary to receive a passing grade. The college transfer technician, the associate dean of enrollment management, and the appropriate dean in consultation with the appropriate department chairperson will make the final decision on the transfer of credit for questionable courses. A written evaluation will be sent to the student.

Credits transferred from other schools will be reflected on students' transcripts as hours earned and will not be used in the computation of grade point averages. A grade of TR will be given to show that the course was transferred from another college.

Many courses with technical or skill content have

time limitations on the acceptance of transfer credit. This includes credits earned at Forsyth Tech, as well as at other institutions. Generally, courses in this classification taken more than five years before entry into Forsyth Tech cannot be considered for transfer purposes. The department chairperson responsible for the program of study determines the specific time limitations. Inquiries concerning transfer credits granted must be made to the college transfer technician in the Admissions Office during the student's first semester of enrollment. If a student is dissatisfied with the transfer credit granted, he/she should send a written request for re-evaluation to the associate dean of enrollment management. After consulting with the division dean, the associate dean of enrollment management will notify the student of the final decision on transfer credit to be granted.

Articulated Courses

Advanced Placement (AP)

Secondary school students enrolled in advanced placement (AP) courses may receive college credit upon completion of the courses and forwarding the results to the Admissions Office for evaluation.

Winston-Salem/Forsyth

County Schools	Forsyth Tech
AP Biology (3 or 4)	BIO 111 General Biology I
AP Biology (5)	BIO 111 General Biology I
AP Biology (5)	BIO 112 General Biology II
AP Chemistry (3 or 4)	CHM 151 General Chemistry I
AP Chemistry (5)	CHM 151 General Chemistry I
AP Chemistry (5)	CHM 152 General Chemistry II
AP English (3 or 4)	ENG 111 Expository Writing
AP English (5)	ENG 111 Expository Writing
AP English (5)	ENG 112 Argument Based Research
AP European History (3 or 4)	HIS 121 Western Civilization I
AP European History (5)	HIS 121 Western Civilization I
AP European History (5)	HIS 122 Western Civilization II
AP Government and Politics US (3 or better)	POL 120 American Government
AP US History (3 or 4)	HIS 131 American History I
AP US History (5)	HIS 131 American History I
AP US History (5)	HIS 132 American History II
AP Math AB (3 or better)	MAT 271 Calculus I
AP Math BC (5)	MAT 271 Calculus I
AP Math BC (5)	MAT 272 Calculus I and II
AP Physics (3 or 4)	PHY 151 College Physics I
AP Physics (5)	PHY 151 College Physics I
AP Physics (5)	PHY 152 College Physics II
AP Psychology (3 or better)	PSY 150 General Psychology
AP Statistics (3 or better)	MAT 151 Statistics I

College Transfer and Developmental Courses

A listing of the articulated courses that high school students can receive college credit for are listed below.

Winston-Salem/Forsyth

County Schools	Forsyth Tech
Algebra I (B or better)	MAT 070 Introductory Algebra
Algebra II (B or better)	MAT 080 Intermediate Algebra
Algebra III (<i>with proficiency exam</i>)	MAT 121 Algebra/Trigonometry

Associate Degree and Diploma Programs

Forsyth Technical Community College has an agreement with the Winston-Salem/Forsyth County Schools that honors the high school courses listed as a substitute for the community college courses listed. These courses are considered "articulated" or equivalent. Articulated courses require students to meet the prerequisites for the high school course and receive a grade of B or better. They may also need teacher recommendation to receive community college credit. Students are exempt from placement tests in that subject area if they meet the prerequisites.

Associate in Applied Sciences Program

Winston-Salem/Forsyth

County Schools	Forsyth Tech
Automotive Tech I & II (<i>with teacher recommendation</i>)	AUT 110 Intro to Automotive Technology
Automotive Tech I & II (<i>with teacher recommendation</i>)	AUT 115 Engine Fundament
Automotive Tech I & II (<i>with teacher recommendation</i>)	AUT 151 Brake Systems
Automotive Tech I & II (<i>with teacher recommendation</i>)	AUT 152 Brake Systems - Lab
Automotive Tech I & II (<i>with teacher recommendation</i>)	AUT 161 Electrical Systems
Business Finance I	BUS 125 Personal Finance
Business Law	BUS 115 Business Law
Business Management and Applications	BUS 137 Principles of Business or
Business Management and Applications	OST 181 Introduction to Office Systems
Child Care I and II	EDU 119 Early Childhood Education
Child Development II	EDU 145 Child Development II
EC. Cooperative Ed.	COE 111 Cooperative Education I (Early Childhood)
Early Childhood I & II	COE 115 Work Experience Seminar I
Cisco Networking I	NET 125 Routing and Switching I
Cisco Networking I	NET 126 Routing and Switching II
Cisco Networking II	NET 225 Advanced Routing and Switching I
Cisco Networking II	NET 226 Advanced Routing and Switching II
Computerized Accounting I	ACC111 Financial Accounting
Computer Applications I	CIS 111 Basic PC Literacy or
Computer Applications I	CIS 113 Computer Basics or
Computer Applications I	OST 136 Word Processing

Computer Applications I and II		
.....CIS 120	Spreadsheets I	
.....CIS 169	Business Presentation	
Computer Applications II	Office Software	
.....OST 137	Applications	
Electronics I	Intro to Electronics	
.....EGR 131	Technology	
Electronics II (<i>with proficiency exam</i>)	DC/AC Analysis	
.....ELC 131	Intro to Electricity	
Electronics I and II (<i>with proficiency exam and teacher recommendation</i>)	Medical Terminology I	
.....ELC 111	Medical Terminology II	
Health Occupations I	Speech/Language	
.....MED 121	Pathology Administrative	
Health Occupations II	Office Procedures	
.....MED 122	Blueprint Reading	
Health Occupations I and II	Machine Terminology I	
.....SLP 120	Machining Calculations	
Metal Manufacturing I	Intro to Business	
.....BPR 111	Mathematical Model	
Metal Manufacturing IIMAT 115	
.....MAC 111	Technology Studies (<i>with proficiency exam and teacher recommendation</i>)	
.....MAC 151ARC 111	
Principles of Business	Intro to Architectural	
.....BUS 110	Technology	
Technical Math IIARC 113	
.....MAT 115	Residential Architectural	
Technology Studies (<i>with proficiency exam and teacher recommendation</i>)	Technology	
.....ARC 111	Principles of Marketing	
.....ARC 113	Architectural CAD	
Strategic Marketing	Basic CAD	
.....MKT 120WLD 112	
Structural Systems	Basic Welding Proc.	
.....ARC 114WLD 110	
Structural Systems	Cutting Processes	
.....DFT 119WLD 115	
Welding I and II (<i>with proficiency exam</i>)WLD 116	
.....WLD 112	SMAW (Stick) Plate	
.....WLD 110	SMAW (Plate) Pipe	
.....WLD 115	GWAW (MIG) FCAW/Plate	
.....WLD 116	GWAW (Tig) Plate	
.....WLD 121WLD 131	
.....WLD 131	GTAW (Tig) Plate	
.....WLD 141	Symbols and	
.....WLD 141	Specifications	

Diploma Program

Winston-Salem/Forsyth

County Schools

Air ConditioningAHR 110	Introduction to Refrigeration
.....AHR 111	HVACR Electricity	
.....AHR 112	Heating Technology	
.....AHR 113	Comfort Cooling	
.....AHR 114	Heat Pump Technology	
.....AHR 160	Refrigeration Certification	
Automotive Technology I and IIAUT 110	Introduction to Automotive Technology
Auto Body Rep I and II (<i>with teacher recommendation</i>)AUB 111	Painting and Refinishing I
Business ManagementBUS 230	Small Business Management
Carpentry ICAR 110	Introduction to Carpentry
Carpentry I and II (<i>with teacher recommendation</i>)CAR 111	Carpentry I
Commercial Art IGRD 141	Graphics Design
KeyboardingOST 131	Keyboarding
.....OST 134	Text Entry and Formatting	
.....OST136	Wordprocessing	
Technical Math IMAT 101	Applied Math I
Honors English IVENG 101	Applied Communications I
Welding I and II (<i>with proficiency exam</i>)WLD 110	Cutting Processes
.....WLD 115	SMAW (Stick) Plate	

.....WLD 116	SMAW (Stick) Plate/Pipe
.....WLD 131	GTAW (Tig) Plate
.....WLD 141	Symbols and Specifications

Tech Prep Programs of Study

Forsyth Technical Community College and the Winston-Salem/Forsyth County Schools have entered into the North Carolina School-to-Community College Articulation Agreement. This agreement allows students to outline specific high school programs of study that will grant them advanced standing credit when they enroll in a community college upon high school graduation.

The North Carolina School-to-Community College Articulation Agreement allows students in high school to take academic and vocational courses that will exempt them from certain required courses at the community college level. Forsyth Tech has outlined many tech prep programs of study in degree and diploma areas for which students can receive advanced standing credit. These articulated courses require the student to meet the prerequisites for the high school course and receive a grade of B or better. If the prerequisites are met, the student is exempted from the placement test in that subject area.

Students need to declare that they are a college tech prep student and work with their high school counselor to register and select the correct sequence of courses in grades 9, 10, 11, and 12. The final high school transcript must indicate successful completion of the correct sequence of courses with a grade of B or better.

Changing Program of Study

When a student changes from one program of study to another within Forsyth Tech, credits attempted, grades, hours earned, and quality points can be transferred for identical courses. A student's initial cumulative grade point average (GPA) in a new curriculum will be computed from the credits forwarded to that curriculum. For courses that are not identical but are comparable, credit will be granted in the same manner as courses transferred from another institution. Such courses will not be used in computing GPA; only hours earned will be transferred, and a grade of CR (credit granted or passed proficiency) will be given to show this credit.

Re-Admission

Students who have withdrawn in good academic standing should contact the Admissions Office to update their application. If the application for re-admission is for a different curriculum, standard admissions requirements for new students will apply.

Students who have withdrawn while on academic probation or who have been suspended for academic deficiencies must re-apply through the Admissions Office. Approval for re-admission to the same curriculum or a different curriculum will be based on the applicant's ability and aptitude, the time elapsed since withdrawing, recommendations of the appropriate division personnel, and the applicant's career objectives. Students granted re-admission may have course load restrictions, specific grade requirements, and/or required counseling sessions in order to remain enrolled in the curriculum. When good academic standing has been re-established, the restriction(s) will be removed.

There are specific additional guidelines for re-entry into the health curricula. These guidelines may be obtained from the Admissions Office.

Former students who re-apply for admission may be asked to supply the Admissions Office with transcripts and test scores. Students who have been suspended for disciplinary reasons or health/safety reasons cannot be re-admitted without submitting a request for re-admission to the vice president of student development services. The request for re-admission is subject to review by the division dean.

Special Credit Students

Applicants interested in taking only a limited number of courses may, in many curriculum programs, enroll as a special credit student. Special credit students are permitted to register for some credit courses without having to be admitted as a regular curriculum student, providing prerequisites have been met and that such registration does not pre-empt students enrolled in a degree, diploma, or certificate curriculum. Some credit courses will not be available to special credit students without

prior instructional division approval.

For admission to Forsyth Tech, a special credit student needs to be a high school graduate and complete an application for admission. Special credit students may be asked to take the placement test and will have to furnish official transcripts in order to meet course prerequisite requirements unless those requirements are waived by the Admissions Office.

While there are no limitations on the number of credit hours a special credit student may earn, students earning 12 or more credit hours will be advised to seek admission into a curriculum. Special credit students who decide to complete a program of study at Forsyth Tech should apply for admission by submitting an updated application. They must meet current admissions requirements, and if approved, will be accepted under the program of study in effect for the curriculum at the time of acceptance. Satisfactory completion of courses as a special credit student does not automatically guarantee admission to a curriculum.

Generally, students are approved for special credit status in the following circumstances:

- The student wishes to take some relevant credit courses prior to making a decision about applying for a specific curriculum. Students may wish to choose this route in order to reduce their course load once in the curriculum, and thereby improve chances for success.
- The student wishes to take specific courses, but does not plan to pursue and complete a curriculum at Forsyth Tech.
- The student has been denied admission into a specific curriculum that has already reached its quota at the time of application, but wishes to complete the related courses.

All policies, rules, and the code of conduct apply to special credit students. Special credit students are not eligible for any form of financial aid through Forsyth Tech. Students who are in the developmental education program based on placement test scores are not eligible to be considered as special credit students.

Dual Enrollment Students

Junior and senior high school students and home-schoolers who are at least 16 years of age may enroll in curriculum courses tuition-free if official written permission is obtained from their high school principal and guidance counselor. This permission must be forwarded to the Forsyth Tech Admissions Office. Under the dual enrollment agreement, students will receive both high school and college credit for completed curriculum coursework. All curriculum work applies to graduation at Forsyth Tech. Courses taken in the college transfer associate in arts or associate in science degree curricula are transferable to most four-year senior colleges and universities in North Carolina. High school students may also enroll concurrently in continuing education courses, but students are responsible for tuition.

Under 16 Years Old Academically Gifted Students

Students under the age of 16 who are mature enough to function well in an adult education setting and are intellectually gifted as evidenced by a score in the range of 92nd percentile and 99th percentile on one Aptitude and one Achievement Test may be admitted to Forsyth Tech. The student must also be ranked by their school in the top 10th percentile in behavioral characteristics. Students are responsible for appropriate tuition and fees. Any student under the age of 15 shall be accompanied at all times when on campus by a parent or another adult designated by the parent in writing. Please contact the Counseling Center for enrollment procedures.

International Students

International students with **current visas** are considered for admission through a different admissions procedure. Students seeking admission with the use of an I-20 need to discuss their admission with the designated school official (DSO) to determine their eligibility to enroll in curriculum programs.

Admissions Requirements

The designated school official will review all applicable areas of the application to ensure that they are completed. International students will need to provide the following documents before consideration of enrollment:

- High school transcript/secondary transcript must be officially translated in English that equates to the American grading system.
- The student must have satisfactory scores of the Test of English as a Foreign Language (TOEFL) (500 - paper, 173 - computerized), SAT/ACT, as well as the Forsyth Tech placement test.
- There must be official notarized documentation of adequate financial support from sponsor(s). Evidence must be shown that the sponsor(s) have available funding for at least one year's tuition, books, fees, and living expenses.
- All Forsyth Tech admissions documents must be completed by the application deadline to ensure timely consideration for processing before the semester begins.
- Medical insurance must be documented.



ACADEMIC ADVISING AND REGISTRATION

Academic Advising

Forsyth Tech has an advisor/advisee program that is designed to provide a more personal atmosphere for the student and to increase communication between students and faculty. Each student is assigned an academic advisor who provides information related to program content, course content and prerequisite requirements, graduation requirements, and general information. Academic advisors assist in course planning and scheduling and also make referrals for personal counseling, financial aid counseling, or academic tutoring.

All students are required to meet with an academic advisor prior to registration or during the registration period. The purpose of this meeting is to ensure that course selection is appropriate for the student's educational goals and skill levels. Registration cards are to be signed by the student's academic advisor.

Registration

Forsyth Tech operates on the semester system. Fall and spring semesters are 16 weeks, and the summer term is 10 weeks. Some courses are offered on an eight-week or other alternative schedule during fall and spring semesters and summer term. In addition, upcoming registration and prepayment dates for currently enrolled students are posted during the latter part of each semester.

On registration days, as published in the class schedule, all approved students may see their academic advisor and register for classes for that semester. Academic advisors are on campus to assist students with the registration process, and the Cashier's Office is open to accept tuition and fees. Students may register for, or drop courses, on these days.

New Students

The times and dates for registering can be found in the class schedules or class listings. At registration, new students will meet with an academic advisor who will assist in the selection of courses and schedules. It is **strongly recommended** that all

new curriculum students participate in an orientation session conducted by the counseling staff and faculty. This session provides an overview of the regulations, policies, and privileges of Forsyth Tech as found in the *College Catalog* and the *Student Handbook*.

Returning Students

Each semester, returning students admitted to a program may register early. To register for courses, students are required to meet with their academic advisor to determine a schedule of courses for the upcoming semester. Any questions arising during this registration period concerning transfer credit for course(s) should be directed to the college transfer technician in the Admissions Office. To take advantage of this early registration, students must be sure to pay tuition and fees on the designated prepayment days.

Special Credit Students

Special credit applicants wishing to register for classes should come to the advertised locations on the scheduled registration days to register and pay tuition and fees.

Telephone Registration

Students who are currently enrolled at Forsyth Tech may register by telephone using the registering students via phone (RSVP) system. Current students will receive their personal identification number (PIN) through the mail and should contact their academic advisors prior to registering. Payment of tuition and fees may be made by MasterCard or VISA (credit/debit cards) at the time of registration or later at the Cashier's Office.

Schedule Changes

To change their schedules, students may obtain a *Registration Adjustment Form* from the Records Office. Students may drop and add classes during the drop/add period as noted in the class schedules or class listings. An academic advisor must approve all additions to students' schedules. Classes may not be added after the drop/add period without permission of the division dean.

Grade Reports and Transcripts

Students' grade reports are mailed after the end of each semester. The report includes the semester hour credits and the grade point average (GPA) earned, and the cumulative GPA for the semester.

Transcripts reflecting students' complete academic record at Forsyth Tech, are maintained in the Records Office. Students may come to the office and complete a ***Transcript Release Form***, or they may write a letter stating the name or names under which they attended the college, their social security number, the years they attended, and where the transcript should be sent. Official transcripts are sent directly to employers, educational institutions, etc. Transcripts issued to students are unofficial and indicate that they were issued to the student. While an official transcript in a sealed envelope may be issued to students, the transcript will note this procedure, and any receiving party will determine its acceptance as official. Students must pay a charge of \$2 for each transcript.

Transcripts from other schools and other documents or forms that Forsyth Tech has on file are not released, copied, or returned to the student.

A student's record may be sealed from the student's review and closed for purposes of re-admission and grade posting due to financial debt to the college or litigation involving the student and the college. Inquiries regarding sealed records should be directed to the Records Office. Transcripts will not be issued as long as the file remains sealed.

Graduation Requirements

To be eligible for graduation, students must complete all the courses and credit hours required in programs of study with a cumulative grade point average (GPA) of 2.0. In addition, students must have received a passing grade in courses in their curriculum.

A candidate for an associate's degree must complete at least 20 semester hours of credit at Forsyth Tech, with a minimum of 10 semester hours of credit in their major area. A candidate for

a diploma must complete at least 10 semester hours of credit at Forsyth Tech, with a minimum of 8 semester hours of credit in their major area. Candidates for a certificate of completion must complete a minimum of 25 percent of their required course work at Forsyth Tech. These requirements may not be met by proficiency examination.

Course requirements vary according to curriculum. Students should refer to the course requirements for their curriculum to determine if all requirements have been met, and should routinely meet with their academic advisor to assure their progress toward graduation.

Every academic year each curriculum publicizes a program of study for students admitted in that specific year. Students will graduate under the course requirements that are applicable at the time they enroll in a curriculum, if they remain continuously enrolled until graduation and complete all requirements within three years of initial enrollment. A student who applies for re-admission after two or more semesters is accepted under the program of study in effect at the time of re-admission, not under the program of study in effect at the time of the original admission. Students who change their curriculum are also admitted to the new curriculum under the current year's program of study.

In order to have complete information recorded on their transcripts, students should apply for their degree, diploma, or certificate at the time of their last semester registration. ***Intent to Graduate Forms*** are available in the Student Data and Support Service Office Room 114 (1st Floor), Allman Center, Main Campus or the Cashier's Office (2nd Floor), Allman Center, Main Campus. There is a \$10 non-refundable graduation fee that must be paid at the time the form is filed.

Student Withdrawals

Students considering withdrawing from a class or from school are encouraged to contact their instructor(s) and academic advisor to discuss the decision to withdraw. A ***Drop Form*** may be obtained in the Records Office Room 106 (1st Floor), Allman Center, Main Campus. When the

student initiates a withdrawal or drop, the date the student completes the **Drop Form** is considered the official withdrawal date. When the instructor initiates a drop, the date the instructor records on the **Drop Form** is the official withdrawal date. When students fail to notify the Records Office, they may receive a failing grade.

Withdrawal from a Class - Students are responsible for completing a **Drop Form** and notifying their instructor(s), academic advisor, Records Office, or Counseling Center of the decision to withdraw.

Total Withdrawal from School - Students who must withdraw from school before graduation, either permanently or temporarily, should withdraw officially. Students are responsible for completing a **Drop Form** and for notifying their instructors, academic advisors, Records Office, or Counseling Center of the decision to withdraw.

Students planning to discontinue enrollment at the end of a semester should fill out an **End of Semester Withdrawal Form** available in the Counseling Center. This information is necessary to ensure that students' status at the time of withdrawal is clearly identified in order to expedite re-entry, to expedite transfer of credit to another institution, or to provide potential employers with accurate education information. Veterans and financial aid recipients must notify Student Financial Services.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides many safeguards regarding the confidentiality of, and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the student as a dependent and for credentialing, auditing, or accrediting organizations. The vice president of institutional planning and support services will make the final decision concerning access to records.
3. Transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. Forsyth Tech does not publish or distribute student information or any personally identifiable information.
5. Forsyth Tech publishes the names of graduates in the graduation program and in local news media. Names of students attaining academic honors each semester are also published. Students who do not wish their names published for graduation or academic honors must notify, in writing, the director of student data support services of their desire not to have their names published.
6. Authorities with court orders are permitted to review records in the presence of Student Development Services' administrative staff.



ACADEMIC INFORMATION

This section covers academic policies effective at the time of this catalog's publication.

Classification of Students

Full-time: A student who is enrolled in 12 or more credit hours of course work; 9 hours for summer term.

Part-time: A student who is enrolled in fewer than 12 credit hours of course work; fewer than 9 hours summer term.

Special Credit: A student who is enrolled in credit courses, but who is not working toward a degree, diploma, or certificate.

Audit: A student who is enrolled in regular course work, but who is not receiving credit for work undertaken.

Program of Study

Students admitted to a degree, diploma, or certificate program must meet the requirements listed on the curriculum's program of study for the academic year during which students were initially enrolled in the program. In general, students should work closely with their academic advisors to assure they follow the sequence of courses listed on the program of study to meet all course prerequisites and to complete the program within three years of initial enrollment.

Prerequisites and Corequisites

Many curriculum courses have prerequisites and corequisites that are listed in the course descriptions at the back of this catalog. Before these courses may be taken, any prerequisite course must be completed, and corequisites must have been taken during a previous semester or be taken during the same semester. If the occasion arises in which a prerequisite should be waived, both the appropriate department chairperson and dean must approve the waiver in writing. If a course affects more than one division, written approval may be necessary from more than one department chairperson and dean before the student registers for that course.

Course Repeat Rule

Students may not repeat a course either for credit or audit more than twice. Grades of withdrawal (W), withdrawal passing (WP), withdrawal failing (WF), or audit will be considered as a repeat grade.

If students withdraw from or fail any course in their curriculum, they must repeat the course; otherwise, they cannot receive a degree, diploma, or certificate. Students are responsible for scheduling make-up courses required for graduation. Students may repeat a course at another college to meet graduation requirements. Students who fail one of the courses in the major subject area may be referred to the Counseling Center. The appropriate dean will make the final decision on students' permission to repeat a class after two attempts.

Course Substitutions

Course substitutions may be granted when deemed necessary for graduation or as a necessary accommodation to complete a degree. The appropriate department chairperson's and dean's permission is required.

Proficiency Exams

Students who have been approved for admission or are already enrolled in a program of study may request to take a proficiency exam for a course which has a proficiency exam available. Students must receive permission from the appropriate department chairperson to earn credit for the course by proficiency examination.

It is not necessary for students to be registered or enrolled in a course before requesting a proficiency exam; however, if students are enrolled in a course for which a proficiency exam is requested, the request must be made by the 10th day of class. Students who withdraw from a course after the 10th day of class in any semester and have not formally submitted a request may not earn credit for that course by proficiency exam for a period of one year. Academic advisors will certify that students have not been enrolled in the course within the past year and that the prerequisites for the course have been satisfied.

Some curricula have restricted proficiency exams, and students must be admitted to that curriculum before a request will be considered. Students may take a proficiency exam for a given course only once in a 12-month period at a non-refundable cost of \$10 per exam. Guidelines on how to apply for a proficiency exam can be obtained from the office of the appropriate division dean, the Counseling Center, or the Records Office. Students who successfully pass a proficiency exam for a class will be given a grade of CR (credit granted or passed proficiency) and hours earned will be granted but will not affect their grade point average (GPA).

Developmental Education Program

This program offers a series of courses for preparation, remediation, and academic guidance to students who, for a variety of reasons, need additional courses because they do not meet the specific entrance requirements for the curriculum of their choice. Students' academic study programs are individually designed to meet students' specific needs. The program provides students with an opportunity to build academic skills and acquire the background that should facilitate success in their desired curriculum.

These developmental courses are prerequisites to required curriculum courses. Students must receive a grade of C or better in each assigned

developmental class in order to progress to the next level. Developmental education courses do not meet graduation requirements. See the developmental education program section of this catalog.

Distance Learning

Distance learning courses offer students an alternative to traditional classroom instruction. The courses deliver instructional content to learners across distance and time through the use of technology.

Various curriculum courses are delivered by the following means:

- Telecourses – Students access information in telecourses through television, videotapes, and print materials. Telecourse videotapes will be made available one of two ways:
 1. "Course by cassette" service - This service allows students to obtain a complete set of videotapes for their telecourse from the Forsyth Tech Bookstore, lower level, Snyder Hall, Main Campus. Students will need to have a home VCR to view the videotapes.
 2. Cablecast on local cable television - Students will be given a current cablecast schedule to view their telecourse videos on local cable TV.



- Teleweb - Increasing numbers of telecourses also include a course web site for access to instructional materials and Internet resources. Videotapes for teleweb courses will also be available through the "course by cassette" service or local cable TV.
- Online courses - Each Forsyth Tech online course has its own web site and students access their materials using a computer with reliable Internet access. It is highly recommended that students use a home computer for online courses.
- Interactive TV - Students attend classes at a set time and place but are connected with several other classrooms through video conferencing technology.

Curriculum courses using these delivery technologies offer educational opportunities to Forsyth Tech students who are balancing jobs, family, and personal and professional situations. Distance learning courses offer convenience and flexibility while providing quality instruction and interaction. Support services are available to distance learning students to assist them with academic and support needs. These include electronic access to the reference desk in the library, e-mail access to staff members in Student Development Services, as well as information about student services and the application, *Transcript Request Form*, disabilities services, and career development and educational planning information and resources on the Forsyth Tech web site. E-mail sent to askdl@forsyth.cc.nc.us puts students in touch with information about distance learning at Forsyth Tech. Other resources are provided on campus by Student Development Services and the Learning Center.

Distance learning courses are demanding and require students to be highly-motivated, independent learners. Students must have college-level reading and writing abilities, as well as strong time-management skills. Successful distance learning students must also be able to manage the technology used to deliver instructional materials. Attendance at a distance learning orientation is required of all distance learning students.

Independent Study

Independent study provides an alternative for a student to earn credit for certain required courses. It should be used only when it has been determined that it would create an unreasonable hardship for the student to wait for the course to be available. Guidelines to be used are:

- To be considered for independent study, students must file a *Request for Independent Study Form* with their academic advisor, who will review the request and forward it with suggestions to the division dean for final action. The form should be completed during registration, and the student must register for the course during the registration period.
- Acceptable reasons for allowing a student to take an independent study: (a) one-time course sequencing difficulties, (b) scheduling problems that were no fault of the student, and/or (c) needing the course for graduation at the end of the semester.
- Students will not be approved for independent study if their cumulative grade point average (GPA) is less than 2.0 or if they have failed or withdrawn while failing from the course in question.
- Students may be limited in the number of independent study courses taken to complete degree requirements. Exceptions require special approval from the division dean.
- All independent studies must be taught by a full-time instructor.

Clinical Experience in Health Curricula

- Clinical hours in any of the health curricula may be scheduled during any part of the 24-hour day, seven days a week.
- Students will be informed in writing no later than the second class meeting when a clinical course has special attendance requirements.
- In order to pass clinical courses, students must pass all critical requirements for the course.
- Required uniforms must fit neatly in order for students to meet the dress code of both Forsyth Tech and the clinical facilities.

- There are certain areas (operating room, obstetrics, isolation rooms, etc.) in the hospitals that require special hospital garments. To control infection, hospital policy requires that only those garments supplied by the hospital be used. Students who are unable to wear and be covered by these garments will not be allowed to go into those clinical areas, which may jeopardize their ability to complete the curriculum.
- Failure to meet any dress requirements may jeopardize students' ability to continue in a curriculum.

Grading System

The grading system found listed below is used for all curricula classes at Forsyth Tech. Exceptions must be approved by the appropriate deans, and students must be informed in writing in the course syllabus.

Number Grade	Letter Equivalent	Description	Quality Points per Grade Hr.
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Withdrawal	W		
Withdrawal Passing	WP		
Withdrawal Failing	WF		
Incomplete	I		
Audit	Y		
Course Transferred	TR		
Credit Granted or Passed Proficiency	CR		

Grades A, B, C, D, F and WF* compute in grade point average (GPA).

* "WF" is computed as an "F" in the grade point average.

Grades W, WP, I, Y, TR, and CR do not compute in GPAs.

W - A withdrawal is the grade given to students who officially withdraw from a course through the 14th week of fall and spring semesters, the 8th week of summer term, or the 75 percent point of a class when the class does not follow the regular semester calendar.

WP/WF - A withdrawal passing/withdrawal failing is the grade given to students who officially withdraw from a class at any time after the 14th week of fall and spring semesters, the 8th week of summer term, or the 75 percent point of a class that does not follow the regular semester calendar.

Students must have permission of the instructor to withdraw with a grade of WP or WF. The grade of WF computes as a grade of F.

I - The grade of incomplete is given only if students have valid reasons for failure to complete the work on schedule. Illness, absence on company business, or circumstances beyond students' control are considered valid reasons for a grade of incomplete. Students must have advised the instructor of the circumstance before the end of the semester to be granted an incomplete. The instructor must have specified the work to be made up in order to remove the incomplete, and a date within the following semester by which the work must be completed. If the conditions necessary to remove the incomplete will require additional hours of instruction, students must register for the course again. If students need only to complete work without instructional supervision, this work must be completed no later than the end of the following semester.

Students who receive a grade of incomplete on a course that is a prerequisite for a higher level course must make up the incomplete work by the end of the drop/add period in order to be allowed to register for the higher level course.

If the grade of incomplete is not removed by the end of the semester immediately following the semester it was given, it will remain permanently recorded.

Y - Students auditing courses are not required to take examinations or submit written work but may do so if they wish. No grade or credit toward a degree or diploma is given. An audit may not be changed to credit, or credit changed to audit after the 10 percent point of the semester or the 10 percent point of the class when the class does not begin within the first

five days of the semester. Normal attendance policies will apply. Audit students are expected to do assigned reading and participate in classroom activities. Students withdrawing during the semester will be given the grade of W. The *Audit Request Form* is available in the Records Office or from the appropriate division dean. It must be submitted to the Records Office for processing by the 10 percent point of the class.

Grade Point Average (GPA)

Academic progress at Forsyth Tech is based on a 4.0 cumulative grade point average (GPA) system. A final GPA of 2.0, or a C, is required for graduation from all programs of study. Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned in courses by the number of semester credit hours attempted. The last grade earned in a course will be used to calculate GPA.

Academic Recognition

Graduation Honors and Awards

Graduates in curricula leading to a degree or diploma qualify for academic recognition at graduation. Students earning a cumulative GPA of 3.50 to 4.00 will be granted a degree or diploma with high honors. Students earning a cumulative GPA of 3.00 to 3.499 will be granted a degree or diploma with honors.

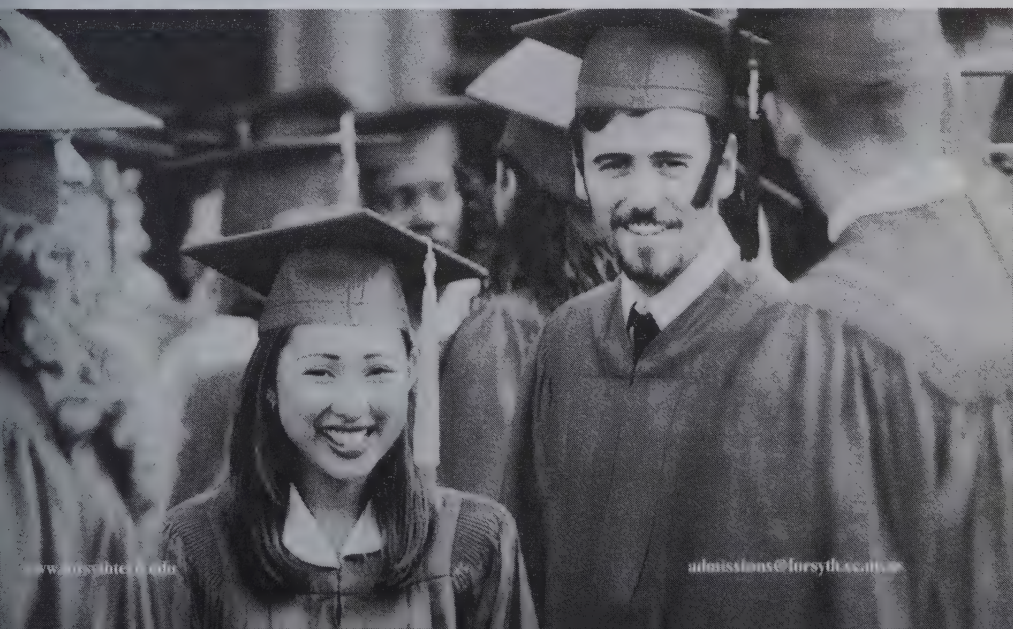
Honor Societies

Phi Theta Kappa (PTK)

Phi Theta Kappa is the international honor society of two-year colleges. The purpose of the society is to recognize academic excellence among two-year college students, provide opportunities for leadership training, provide an intellectual climate for the interchange of ideas and ideals, and instill in students the desire for continued education. In order to qualify for membership, students must have a cumulative grade point average (GPA) of 3.5 or better and have earned at least 12 semester hours of credit in an associate's degree program. Current members must maintain a cumulative GPA of at least 3.0 to remain in good standing.

National Vocational-Technical Honor Society (NV-THS)

The NV-THS has been America's foremost scholastic honor for excellence in vocational and technical education since 1984. Student candidates are persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character. All candidates must be approved by the college administration, and must meet local and national membership standards.



Semester Honors

Curriculum students who earn a grade point average (GPA) of 3.50 to 3.999 for the semester are named to the Dean's List for the semester.

Curriculum students with a GPA of 4.0 are named to the President's List for the semester. To be eligible for these honors, students:

1. Must be approved and enrolled in a curriculum. (This excludes students in developmental education, general technology core curriculum, special credit, and certificate programs.)
2. Must earn their GPA on a minimum of 9 credit hours of curriculum courses.
3. Must have completed all course work for the semester. Students with grades of incomplete (I) will not be eligible.

Commencement Exercises

Commencement exercises are held at the end of spring semester and summer term on the dates

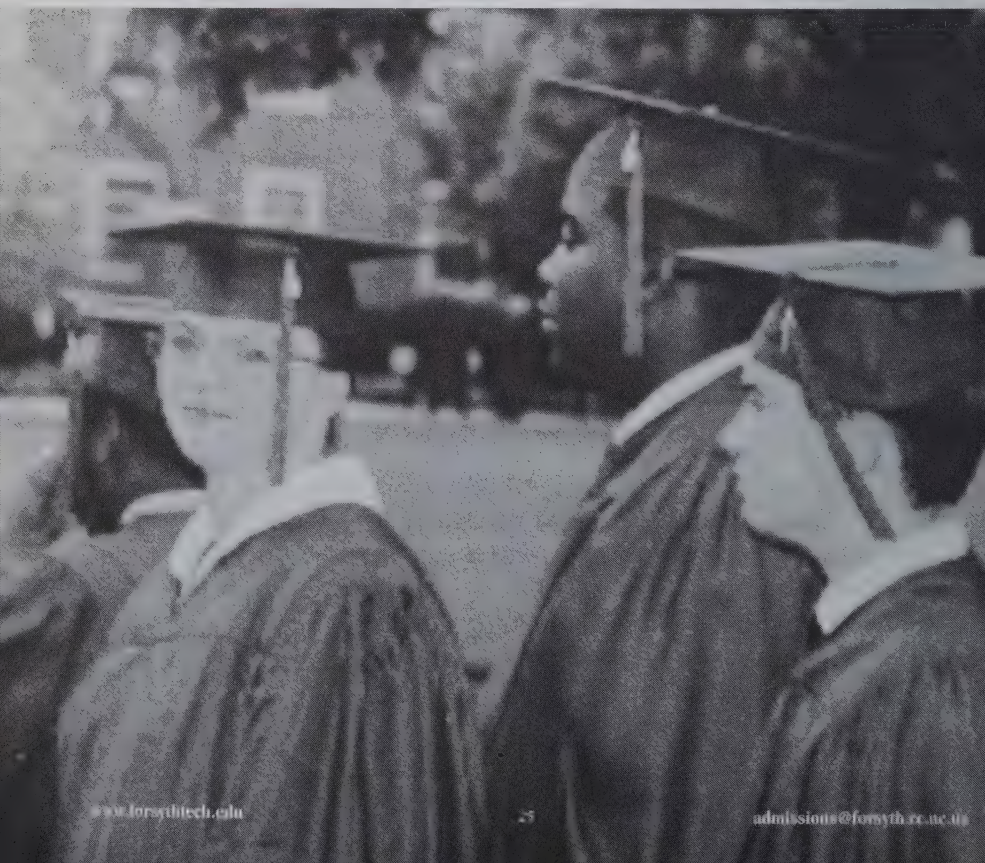
published in the academic calendar. Degrees, diplomas, and certificates are awarded at this time. Students are expected to notify the director of student data support services of their intention to participate in the exercises when they submit their *Intent to Graduate Form*.

Commencement Marshals

Marshals are selected from students in degree curricula who have maintained the highest scholastic averages. The marshal who has the highest academic average is named chief marshal.

School Rings and Pins

Students in good standing who have completed at least one-half of the credit hours required for graduation in their curriculum may order a school ring. Students are required to pay a deposit at the time the ring is ordered, with the balance due upon delivery. Pins for some health curricula are also available. Orders for both pins and rings may be placed in the Forsyth Tech Bookstore, lower level, Snyder Hall, Main Campus.



Attendance

Forsyth Tech regards class lectures, demonstrations, and other in-class experiences as vital ingredients of the educational process. For this reason, students are expected to attend and arrive on time to all class, laboratory, shop, practicum, and clinical experience sessions. Students are responsible for accounting to their instructors for any absence, and should report to their instructors following any absence to determine if and when work may be made up. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance.

Students must satisfy the instructor that they should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. five hours of class,
2. three practicum (shop, laboratory, or clinical experience) sessions which meet for two or more hours, or
3. three hours of class and one practicum (shop, laboratory, or clinical experience) session which meets for two or more hours.

When students are absent from a class and a practicum (shop, laboratory, clinical experience) session which meet consecutively, each session missed will be counted as an absence.

Special attendance rules, different from those listed above, must be noted in the instructor's attendance policy included on the course syllabus. Students with questions or concerns should consult with their instructor.

School Closing Due to Inclement Weather

The decision to cancel all or any portion of college classes during inclement weather is the responsibility of the president or a designated representative.

The guidelines listed below will be followed when classes are canceled due to inclement weather. Students may call the school or listen to radio and television. *When there is no announcement, there will be school.*

1. When the decision is made to cancel day classes, it will be announced through the news media prior to 6:15 am. The decision to cancel day classes will be on a day-by-day basis and will apply to all day classes offered by the college regardless of location.
2. A decision to cancel evening classes may be made at the same time as the cancellation of day classes OR at any time prior to 5 pm of that day. This decision will apply to all evening classes regardless of location.
3. Early dismissal of day or evening classes because of inclement weather is the responsibility of the president or designated representative. All classes and offices will be notified when this decision is made.
4. When inclement weather develops, students should NOT call the administrative staff or radio and television stations. This only delays communications and creates extra telephone problems. A message regarding closing for both faculty and students will be on the Forsyth Tech telephone message system (336) 723-0371 by 6:30 am.
5. When a class is missed due to inclement weather or other reasons approved by the appropriate dean, the instructor must assign an alternate instructional activity which may include extra class sessions, extended class sessions, or other options.

Please listen for announcements on the local radio and TV stations.

Academic Appeal (Concerning a Grade)

Any appeal of a course grade should begin with:

1. A scheduled conference between student and instructor.

If the appeal is not resolved at this level, the student should:

2. Arrange a conference with the appropriate department chairperson.

If the appeal is not resolved by the department chairperson, the student may:

3. Appeal to the appropriate division dean.

4. The student has the responsibility to provide the dean with a written letter of appeal by the first class day of the new semester in order for the appeal to be considered.
5. After conferring with the student, the dean will convene a division academic appeals committee. This committee will hear the appeal and make the final decision. The dean will notify the student and the instructor in writing.

Questions concerning the appeal process should be directed to the instructor, the department chairperson, or the dean.

The student's letter of appeal should include:

1. Date, student's name, signature, address, and telephone number.
2. Prefix and number of course for grade being appealed.
3. Name of instructor issuing the grade.
4. Brief explanation of why the student feels the grade is incorrect and what the student feels the grade should be.
5. Any supporting documentation the student feels is needed to explain more fully the student's position on the grade.

The appeal letter and any supporting documentation will be duplicated for the committee to review.

Academic Standing/ Probation/Dismissal

To be in good academic standing students must have earned a cumulative grade point average (GPA) of 2.0 in courses required in their program of study by the end of their first semester at Forsyth Tech. A cumulative GPA of 2.0 within their program of study must be maintained thereafter to remain in good standing.

Students who do not maintain the required 2.0 cumulative GPA in courses required in their program of study will be placed on academic probation for the following semester. All students who do not earn the required GPA in the next semester will have their academic records reviewed by their respective division's academic review committee, which meets at the end of each

semester. The committee may

- (a) reduce the number of credit hours the student will be allowed to carry,
- (b) require the student to repeat courses in which a low grade was earned, or
- (c) dismiss the student from the curriculum.

The student will be notified in writing of the committee's decision, and copies of the notice will be sent to the Records Office, the division dean, and the student's faculty advisor.

The following options are available to students who are dismissed from their current curriculum program of study:

- A student who is dismissed from a curriculum program of study is encouraged to see a counselor to discuss possible educational alternatives.
- A student who is dismissed from a curriculum program of study may be eligible to apply for and be admitted into another curriculum program of study offered by the college.
- A student who is dismissed from a curriculum program of study may re-apply for admission to that program.
- A student who has been dismissed from a curriculum program of study for academic reasons may not be eligible to continue to receive financial aid, depending upon the conditions of financial aid eligibility.

Appeal to Academic Review Committees

A student may appeal the decision of division academic review committees by:

1. Submitting a written request to the appropriate division dean within 24 hours after formal notification of the committee's decision.
2. The dean will convene the division academic appeals committee.
3. The division academic appeals committee will make the final decision on the matter.
4. The dean will send written notification to the

student, the department chairperson, and the student's academic advisor.

Transfer to Four-Year Colleges and Universities

The associate in arts (A.A.) or associate in science (A.S.) degrees are approved for transfer through the North Carolina Comprehensive Articulation Agreement.

The college transfer curriculum is designed to provide a quality educational experience equivalent to the first two years of a four-year college curriculum. Students who have earned the degree of A.A. or A.S. can transfer to most public and private four-year institutions with full junior-year standing. A minimum grade point average (GPA) of 2.0 is required for acceptable transfer credit. For additional information visit the University of North Carolina system web site:

www.ga.unc.edu/student_info/caa

The college transfer curriculum enables students to prepare for virtually any area of major interest and requires a minimum of four semesters. Courses are offered in mathematics; composition and literature; humanities; physical education; and the social, physical, and life sciences. Counselors and

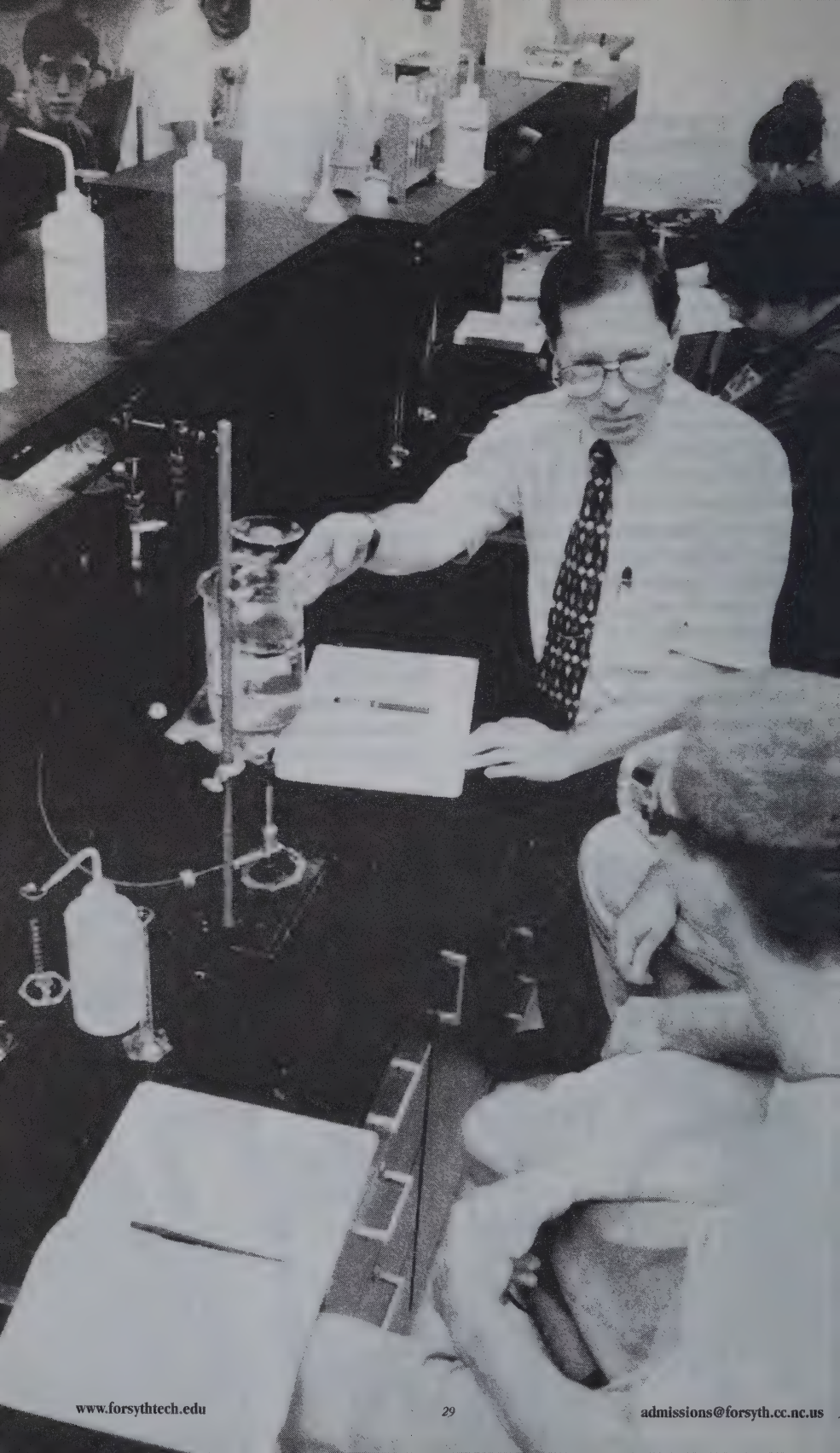
academic advisors are available to assist students in planning acceptable programs for transfer to desired colleges or universities. The Career Guidance Center maintains copies of all college transfer agreements for student review.

Technical-level credit earned in the associate in applied science (A.A.S.) degree programs at Forsyth Tech may be transferred to similar programs at other institutions. Acceptability of all technical transfer credit is determined by the institution to which students wish to transfer. Diploma credit is not transferrable to four-year institutions.

There are several two-plus-two A.A.S. agreements with local colleges and universities. Students should inquire in the Career Guidance Center for information regarding these opportunities for transfer of credit to four-year institutions.

The Career Guidance Center maintains a list of four-year colleges and universities which currently accept some or all of the credit earned in the curricula at Forsyth Tech. However, it is the student's responsibility to contact the Admissions Office at the receiving institution for transfer information.





TUITION, FEES, AND PARKING

Tuition Fee Basis

Forsyth Tech receives funds from local, state, and federal sources. North Carolina law (General Statute 115D) establishes the community college system's tuition and fees, and the charges are subject to change without notice. Tuition charges are for credit hours enrolled, and the tuition rate per credit hour applies to all regularly enrolled students.

In-State Tuition:

\$31.00 per semester hour

Out-of-State Tuition:

\$173.25 per semester hour

For summer term:

In-State Tuition will not exceed \$279.00;

Out-of-State Tuition will not exceed \$1,559.25.

Tuition and Fees for Curriculum Students

All tuition and fees are due and payable at the Cashier's Office on the official days of registration. The following four methods of payment are available:

1. In person at the Cashier's Office (2nd Floor), Allman Center, Main Campus
2. Drop box located outside of the Cashier's Office (2nd Floor), Allman Center, Main Campus
3. Our web site: www.forsythtech.edu
[payment by VISA and MasterCard (credit/debit cards) only]
4. Telephone registration

Note: Methods 2, 3, and 4 may be subject to limited operation times during registration.

Students may pay by cash, certified checks, cashier's checks, or VISA and MasterCard (credit/debit cards). Personal checks will be accepted only with a numbered ID that has a picture of the student (usually a valid driver's license). Third party, out-of-state, business, starter, counter, or credit card/debit checks will not be accepted.

No person may attend classes unless the registration procedure has been completed, all tuition and fees paid, and all debts to the college settled. Students enrolled for 12 credit hours in fall or spring semester are considered full-time. Students enrolled 9 credit hours during summer term are considered full-time. (Exception: students receiving financial aid must be enrolled for 12 credit hours each semester/term to be considered full-time.) Students will be charged per credit hour up to 16 credit hours.

Example:

Hours taken	In-State	Out-of-State
10	\$310.00	\$1,732.50
12	\$372.00	\$2,079.00
14	\$434.00	\$2,425.50
16+	\$496.00	\$2,772.00

Normal tuition rates apply to courses taken in the Learning Center. Supply fees are set to meet instructional needs in certain types of courses. Some curricula require a pre-admission physical examination that involves additional cost to the student.

North Carolina Residency Status

Under North Carolina law, each person must be classified as a resident or nonresident for tuition purposes. North Carolina law (General Statute 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to enrollment to be considered for classification as a North Carolina resident.

All applicants who are petitioning for in-state residency must complete a **Residency-and-Tuition Status Application Form** for further consideration and appeal. This form is available in the Admissions Office (1st Floor), Allman Center, Main Campus. Questions regarding residency status should be directed to the associate dean of enrollment management in the Admissions Office.

Tuition and Fees for Senior Citizens

North Carolina residents 65 and older are exempt from paying tuition, **except** for self-supporting Corporate & Continuing Education courses. However, senior citizens are responsible for paying any additional fees and expenses for curriculum courses.

Student Fees

Student Activity Fee

All curriculum students are charged \$9 per semester/term for a student activity fee. When students pay this fee, they automatically become members of Forsyth Tech's Student Government Association. Though called an "activity fee," these funds are used to support student clubs and social activities, student publications, athletic teams, and student government expenses. For a more detailed list of the expenses covered by these fees, see the Student Life section of this catalog.

Lab Fees

Some selected courses charge a lab fee for supplies, software, and materials. These fees range from \$12 to \$65.

Books and Supplies

The cost for textbooks and supplies is the responsibility of the student, and these items may be purchased at the Forsyth Tech Bookstore, lower level, Snyder Hall, Main Campus. The cost of books and supplies varies from curriculum to curriculum each semester. Students may wish to attend the first class before purchasing texts and materials. Purchase books online at www.ftcc.bkstr.com.

Uniforms

The cost for uniforms and other special apparel is the responsibility of the student, and the initial cost of these items varies for certain curricula. Students should ask their department chairperson for details on these costs.

Other Fees

No laboratory breakage or property damage fees

will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to reimburse the college.

Graduation Fee

Graduating students pay a \$10 fee for each degree, diploma, and/or certificate. A \$10 non-refundable fee will also be charged to adult high school graduates.

Transcript Fee

A \$2 fee is charged for each transcript copy requested, whether an official or unofficial version.

Proficiency Exam Fee

A student may take a proficiency exam for a given course only once in a 12-month period.

A Request for Proficiency Exam Form [located in the dean's office(s)] must be completed, and a \$10 non-refundable fee is charged for each proficiency exam.

Refund Guidelines

Curriculum tuition and supply fees can be considered for a refund. Students must complete a **Request for Tuition Refund Form** in the Records Office when they drop class(es) and/or if class(es) are cancelled.

Tuition and fee refunds for curriculum classes are subject to the following requirements:

- A 100 percent refund may be made upon request from students if students officially withdraw prior to the first day of classes of the semester as noted in the academic calendar. If Forsyth Tech cancels a course, the portion of tuition that paid for the cancelled course will be refunded in full.
- A 75 percent refund may be made upon request from students if students officially withdraw from the class(es) prior to, or on, the official 10 percent point of the semester.
- Student activity fees will be refunded only when classes are cancelled and students are not registered in any other class.
- Students passing proficiency examinations for

courses they have registered and paid for are not eligible for tuition refunds.

- Refunds of \$5 or less will not be made except for classes cancelled by Forsyth Tech.
- Tuition refunds are not transferable to other individuals.
- Late tuition refund requests will not be considered.
- Tuition cannot be held from one semester to a future semester.

Accident Insurance

Accident insurance covering the hours students are in school, on field trips, or participating in student activities is provided to all full-time and part-time students. Student insurance is furnished by Forsyth Tech as a service to students, but it is not meant to replace students' personal coverage.

Liability Insurance for Health Students

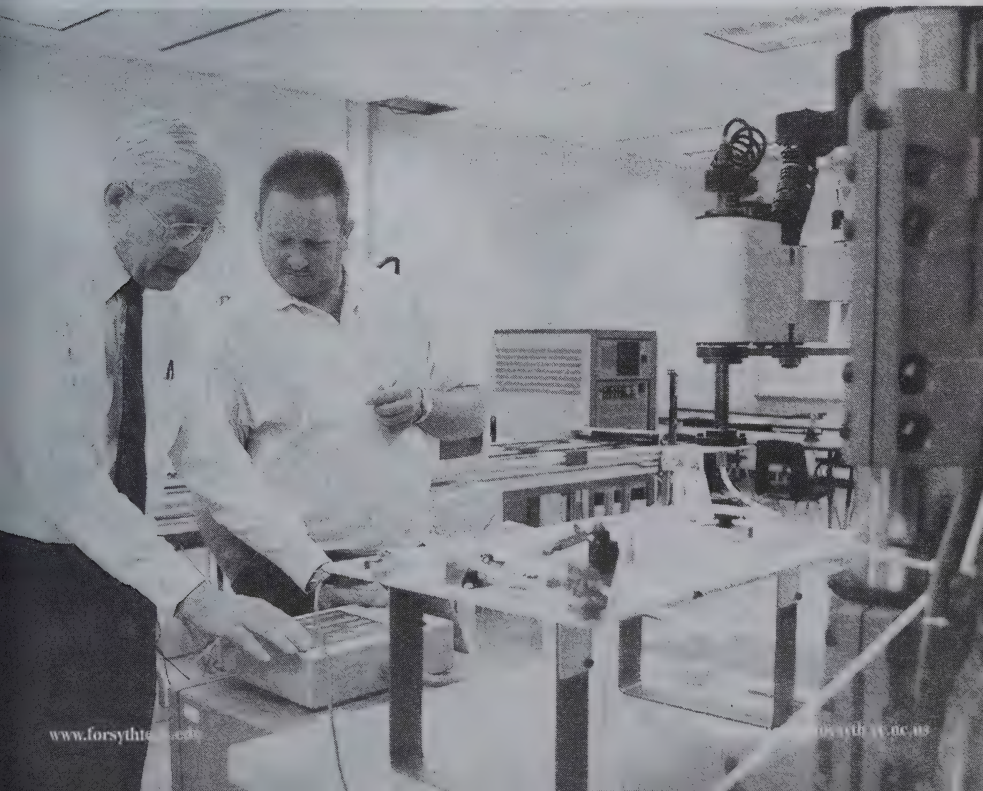
All health students must purchase annual liability insurance before engaging in lab or clinical

practice. The cost for the insurance varies according to the curriculum and insurance carrier. Annual liability insurance coverage runs from fall semester to the next fall semester. Liability insurance fees are not pro rated. Therefore, health students who enter or re-enter during a semester other than fall will pay the annual fee currently in effect.

Parking

Visitors are welcome on the campus of Forsyth Tech. Campus signs indicate designated visitor parking areas. Any visitor receiving a ticket while parked in a designated visitor parking area should return it to the person or office visited. Otherwise, parking fines should be paid at the Cashier's Office; (2nd Floor), , Allman Center, Main Campus.

Students planning to park on campus are required to purchase a \$10 parking permit/decal at the time of registration. **This fee is not refundable.** **Parking permits are valid from July 1 to August 31 the following year.** Specific rules governing parking are issued with each vehicle registration and may also be found in the current issue of the *Student Handbook*.





STUDENT FINANCIAL SERVICES

General Information

The purpose of financial aid is to provide monetary assistance to eligible students who may otherwise be unable to continue their education. The college will make every effort within available financial aid resources to assure that qualified students will not be denied the opportunity to attend college because of a lack of adequate funds to help meet educational expenses. Although students and students' parents are primarily responsible for financing a college education, financial assistance may be available to students in the form of federal and state grants, scholarships, work study programs, and loans. **Students who realize they will not be able to meet college expenses must take the early initiative in seeking financial assistance.**

Students may apply for financial aid annually by completing the Free Application for Federal Student Aid (FAFSA), which is available after January 1 of each year for the following academic year. Information and applications may be obtained from Student Financial Services (1st Floor), Allman Center, Main Campus. About four weeks after submitting the application either by mail or online, students will receive a Student Aid Report (SAR) from the federal processor. On the application, students must list Forsyth Tech as the institution they plan to attend so that the college will also receive a copy of the SAR. At that time, Student Financial Services will inform students of any required documentation to complete students' financial aid files.

It is recommended that applications for student aid at Forsyth Tech be submitted no later than June 1 preceding the academic year for which aid is requested. Applications submitted after June 1 will be processed; however, funding for many programs is limited. Late applicants may find most funds already obligated.

Financial aid **will not be awarded** to any student until all admissions requirements are met for approval in an eligible program.

Most one- and two-year programs of study offered at the college are eligible for financial aid.

Students enrolled in some certificate programs, the developmental education program, or as special credit students are not eligible for financial assistance through Student Financial Services. Students are advised to contact Student Financial Services if they are unsure as to whether their program of study is an eligible program for financial assistance.

Eligibility for Aid

Most awards are based on financial need. This is determined by subtracting the expected family contribution (EFC) as reported on the SAR from students' educational cost of attendance. Other requirements may be established by the agency or individual making the funds available.

Students have an obligation to maintain the satisfactory academic progress requirements as defined by the U.S. Department of Education and this institution for financial aid recipients. Each financial aid recipient is provided a copy of the policy upon notification of award. A copy of the requirements can also be obtained from Student Financial Services. Failure to maintain academic progress will result in the termination of financial assistance. Eligibility may be regained by re-establishing satisfactory academic progress.

Financial aid recipients must notify Student Financial Services of any change in enrollment status, program of study, or address. Financial aid from all other sources must be reported as well to prevent overawards.

Disbursement of Aid

Students approved to receive financial assistance will receive an award letter detailing the types and amounts of aid awarded for the entire academic year. All financial aid recipients are notified in writing of registration procedures and are provided a disbursement schedule of all funds for the academic year.

Some diploma and certificate programs that do not lead to an associate's degree are subject to the federal regulation of clock/credit hour conversion. As a result of the formula used, award amounts for federal financial aid funds for students in these

programs will be adjusted to meet the guidelines. Therefore, awards may be reduced depending on the amount of credit hours students register for each semester.

Refund Policy - Financial Aid

Students receiving financial aid are responsible for being familiar with the information found in the *College Catalog* regarding tuition refund guidelines. Also, students receiving federal financial aid are subject to the Return of Title IV Funds Policy, as described below.

Return of Title IV Funds Policy

Students who receive federal financial aid are expected to complete each term. All students receiving federal financial aid who totally withdraw before the 60 percent point of the term will have to pay the 'unearned' portion of federal financial aid funds received back to the federal government or risk losing financial aid eligibility. Students who initiate withdrawal procedures after completing 60 percent of the term will have earned 100 percent of the federal financial aid received for that term and no repayment will be required.

For a more complete information sheet on the Return of Title IV Funds Policy, including college procedures and sample refund calculations, students may contact Student Financial Services (1st Floor), Allman Center, Main Campus.

Note: All policies and regulations pertaining to federal and state aid are subject to change in order to meet regulations as changed by either the U.S. Department of Education, the state, or other entities.

Grants

Students are encouraged to contact Student Financial Services (1st Floor), Allman Center, Main Campus for additional information and application criteria for the grants listed below:

Federal Pell Grant

The Federal Pell Grant program is a federal entitlement program designed to provide financial assistance to eligible students who attend post-secondary educational institutions. Students may

apply by completing the Free Application for Federal Student Aid (FAFSA). Applications may be obtained from Student Financial Services. Students should allow at least six weeks for processing.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a program funded by federal and institutional matching funds and is awarded to the neediest students who are eligible for the Federal Pell Grant and demonstrate a low family contribution.

North Carolina Community College Grant (NCCCG)

The NCCCG program is funded by the state to provide need-based aid to students who are North Carolina residents and attending one of the 59 community colleges in the state. Students must be in an eligible curriculum program and be enrolled in at least six credit hours per semester. Students must complete the FAFSA, have a valid expected family contribution (EFC) within a specific range, and meet all other eligibility requirements.

North Carolina Student Incentive Grant (NCSIG)

The NCSIG is a program administered by the College Foundation, Inc. from state and federal funds provided through the North Carolina State Education Assistance Authority for students who demonstrate substantial financial need. It is open to North Carolina residents attending Forsyth Tech full-time who complete the FAFSA by March 15 and meet all other eligibility requirements.

Work Programs

Students are encouraged to contact Student Financial Services for additional information and application criteria for the work programs listed below:

Federal Work Study Program (FWS)

The FWS program is a federally-supported program with institutional matching funds through which students, primarily from low income families, are given positions for part-time employment (generally from 10 to 20 hours per week).

Students must complete the FAFSA, maintain satisfactory academic progress, and meet all other requirements to be eligible for the program.

Regular FWS jobs are available in many academic and administrative departments on campus. Regular FWS students are paid \$7 per hour.

Community Service FWS jobs are available on West Campus and at other sites in the local service area and involve tutoring special needs and elementary school students in reading and math skills. These positions may also include assisting disabled students with their classes on Main Campus. Community service FWS students are paid \$8 per hour. These positions earn more than regular FWS positions due to the responsibilities involved, as well as to support transportation expenses that may be incurred.

Loans

Students are encouraged to contact Student Financial Services for additional information and application criteria for the loans listed below:

North Carolina Community College Loan (NCCCL)

The NCCCL program is funded by the state to provide need-based financial assistance funds for short-term, no interest loans. These funds are limited to continuing students who have a 2.0 cumulative grade point average (GPA), are enrolled in at least six credit hours, are in an eligible curriculum program, and meet all other eligibility requirements.

North Carolina Nurse Education Scholarship/Loan Program (NESLP)

The NESLP was designed to address the shortage of

trained nurses practicing in North Carolina. Funds are available for study in nurse education programs located in North Carolina that lead to a degree (ADN) or a diploma (PN). Funding is contingent upon appropriations by the General Assembly of North Carolina. All scholarships/loans made from this program are based on demonstrated financial need.

North Carolina Student Loan Program for Health, Science, and Mathematics

This program is administered through the North Carolina State Education Assistance Authority to provide funds to students enrolled in a wide range of eligible programs of study for the enhancement of the state's health care delivery system and educational institutions.

Nurse Scholars Program (NSP)

The NSP is a competitive scholarship loan program administered through the North Carolina State Education Assistance Authority. Financial need is not a criterion. An 11-member Nurse Scholars Commission, created by the General Assembly of North Carolina, developed the selection criteria and the method of selection and annually selects recipients on a statewide basis. The deadline for submitting applications to the state is usually May 1 of each year.

Sloan S. Sherrill Nursing Loan Fund

The Sloan S. Sherrill Nursing Loan is an interest-free loan made through the college for second-year associate degree nursing students.

Students are encouraged to contact Student Financial Services for additional information and application criteria for the scholarships.



Adult High School/GED

- The **Forsyth Technical Community College Adult High School Graduate Scholarships** are awarded annually to students who have graduated from the Forsyth Technical Community College adult high school program.
- The **Forsyth Technical Community College General Education Development (GED) Graduate Scholarships** are awarded annually to students who have the highest scores in the Forsyth Technical Community College GED program.

Business Information Technologies

- The **Corn Products Scholarships** are awarded annually to students entering the second year of a business-related curriculum. The scholarship is for Forsyth County residents only and is based on academic ability and financial need.
- The **Forsyth-Stokes-Davie Chapter of Medical Assistants Academic Scholarship** is awarded to a full-time student with the highest grade point average (GPA) in the second year of the medical assisting program.
- The **Integon Scholarship** is awarded to a student in office systems technology who has at least a 2.3 GPA.
- The **PICA/Weese Scholarship** is awarded annually to an outstanding student in graphic arts and imaging technology.
- The **Sandra Lea Johnson Memorial Scholarship** is an academic scholarship awarded annually to an outstanding student entering the second year of office systems technology.
- The **Smart Start Scholarships** are awarded to students in early childhood associate with at least a 2.5 GPA.
- The **Clara K. Martin/Winston-Salem Soroptimist Club Scholarship** is an academic scholarship awarded to the female with the highest GPA entering the second year of accounting.

- The **Tom Staley Memorial Scholarship** is awarded annually to a student in the second year of business administration who has at least a 3.0 GPA.

Engineering Technologies

- The **American Society for Quality Scholarship** is awarded to a student in the second year of manufacturing engineering technology who has at least a 3.0 GPA.
- The **R. D. Boyer Scholarship** is awarded annually, based on financial need, to a student enrolled in the air conditioning, heating, and refrigeration technology; electrical/electronics technology; plumbing; or welding technology diploma programs, and pursuing a career in the construction occupations.
- The **Forsyth Tech Car Show Scholarships** are awarded to students in the automotive systems technology, autobody repair, and heavy equipment and transport technology diploma programs.
- The **Marshall P. Johnston Scholarship** is a perpetual scholarship available to an automotive systems technology student.
- The **Randall R. Jones Scholarship** is an academic scholarship awarded to the daytime machinist technology student with the highest GPA.
- The **Mary Kate Dixon/Winston-Salem Garden Study Club Scholarship** is an academic scholarship awarded annually to an outstanding student entering the second year of horticulture technology.
- The **Miller Brewing Company TOOLS for Success Graduation Award** is presented to an outstanding student graduating from automotive systems technology/race car performance.
- The **Modern Machine Scholarship** is awarded annually to a deserving student in welding technology and is based on academic ability and need.

- The **National Tooling and Machining Association Scholarship** is an academic scholarship awarded to the full-time evening machinist technology student with the highest GPA.
- The **RJR Archer Scholarship** is an academic scholarship for students in manufacturing engineering technology, electronics engineering technology, and mechanical engineering technology/drafting and design.
- The **Society of Manufacturing Engineers Scholarships** are awarded annually to two students: one in manufacturing engineering technology, and one in mechanical engineering technology/drafting and design.

Financial Need

- The **Fred M. and Marjorie P. Crouch Memorial Scholarship** is awarded annually to a student deemed as demonstrating financial need by Student Financial Services.
- The **Forsyth-Stokes-Davie Chapter of Medical Assistants Need-Based Scholarship** is awarded to a full-time student who exhibits academic excellence and financial need in the second year of the medical assisting program.
- The **Forsyth Technical Community College Bookstore Endowment Scholarship** awards academic scholarships for certain curricula, as well as providing need-based tuition and book assistance and emergency funds for those students deemed as demonstrating financial need by Student Financial Services.
- The **Friends of the College Scholarship** is a need-based scholarship for all programs.
- The **Norman C. Gaddis Scholarship** is sponsored by the Student Government Association for students eligible for financial aid when funds are not available from other sources
- The **Bob H. Greene Scholarship** provides emergency assistance for tuition/fees or books/supplies to students who demonstrate a financial need by Student Financial Services.
- The **Louise G. Wilson Scholarship** is available to poverty-level Forsyth County residents who are accepted or enrolled in diploma or technical curricula.

FORSYTH TECH FOUNDATION SCHOLARSHIPS

(Endowed)

- The **Terry Alexander Memorial Scholarship** from the Clemmons Rotary is awarded to a full-time resident of Forsyth County who has at least a 2.5 GPA, and is based on a combination of academic ability and financial need. Preference is given to seniors at West Forsyth High School.
- The **Don Angell Nursing Scholarship** is awarded annually to associate degree nursing or practical nursing students. Priority is given to employees of Angell Care, Inc. and their dependents.
- The **John P. Arrowood, Sr. Memorial Scholarship** is awarded to a high school or GED graduate who is enrolled in either the Air Conditioning, Heating, and Refrigeration; Electrical/Electronics Technology; Plumbing; Real Estate; or Welding Diploma programs, the Architectural Technology AAS degree program, or the Real Estate Appraisal Certificate.
- The **Branner-Dixson-Baldwin Scholarship** is awarded to a student enrolled in practical nursing based on need, academics, and references.
- The **Lucent Technologies Pioneers Scholarships** are awarded to full-time students who are North Carolina residents having at least a 2.0 cumulative GPA and who are enrolled in an eligible curriculum program.
- The **Mary B. Lauerman Memorial Scholarship** is an academic scholarship awarded annually to the full-time student with the highest cumulative GPA entering the second year of associate degree nursing.
- The **Steven R. Moser Memorial Scholarship** is awarded to a student in paralegal technology who demonstrates

financial need and maintains a 3.0 GPA.

- The **Hilda R. and William H. Moser Scholarship** is awarded to a student in paralegal technology who demonstrates financial need and maintains a 3.0 GPA.
- The **Wachovia General Scholarship** is awarded annually to a student who demonstrates a financial need by Student Financial Services.

OTHER FOUNDATION SCHOLARSHIPS (non-endowed)

- The **BB&T General Scholarship** is awarded annually to a student who demonstrates a financial need by Student Financial Services.
- The **Gerald L. Eggert Memorial Scholarship** is awarded to a student enrolled in the fifth semester of the radiation therapy program with at least a 3.0 cumulative GPA.
- The **Cheryl Fatzinger/PENTA Scholarship** is awarded based on need, to a student enrolled in the medical assisting program, with at least a 3.0 cumulative GPA.
- The **International Business Scholarship** is awarded bi-annually, based on need, to students in business administration/international business who are enrolled in at least nine credit hours.
- The **Lexington State Bank Scholarship** is awarded annually to a second year student in business administration/banking and finance with a minimum 2.0 GPA.
- The **Meadowbrook School Scholarship** is awarded annually to a student graduating from the Meadowbrook School and planning to attend Forsyth Tech.
- The **Reynolds-Calvert Scholarship** is awarded to a student enrolled in the automotive systems technology/race car performance program.

Health Technologies

- The **American Legion 40 and 8 of Winston-Salem Scholarships** are need-based awards to students enrolled in associate degree

nursing.

- The **American Legion Ladies Auxiliary Scholarship** is awarded annually to a student who has demonstrated a financial need by Student Financial Services, and is enrolled in associate degree nursing.
- The **Don Angell Nursing Scholarship** is awarded annually to associate degree nursing or practical nursing students. Priority is given to employees of Angell Care, Inc. and their dependents.
- The **Lynne Breedlove O'Roarke Memorial Scholarship** is an academic scholarship awarded annually to an outstanding student entering the second year of radiography.
- The **Rufus Dalton Memorial Scholarships** are need-based funds awarded to students in associate degree nursing or practical nursing.
- The **Forsyth Medical Center Auxiliary Volunteers Scholarships** are awarded to second year Health Technologies Division students who have at least a 2.0 GPA and are enrolled in at least six credit hours.
- The **Allen and ParaLee James Memorial Scholarship** is awarded annually to a student enrolled in the certified nursing assistant II class on West Campus with priority given to employees of the Homestead.
- The **Medical Alliance of the Piedmont - Allied Health Awards** are scholarship funds awarded to students in allied health programs.
- The **Medical Alliance of the Piedmont Scholarships** are awarded to students entering associate degree nursing and may be renewed for the second year of the program.
- The **Jane Gaither Murray Scholarship** is awarded annually to a deserving student entering associate degree nursing.
- The **Pilot Club-McPhail Fund Scholarship** is awarded annually, based on financial need, to a female student in associate degree nursing.
- The **Mr. and Mrs. Henry F. Snyder, Sr. Scholarships** are need-based funds for students in all programs. Priority is given to

males in allied health programs.

- The **Lettie Pate Whitehead Foundation Scholarships** are awarded annually to female nursing and allied health students who have demonstrated a financial need by Student Financial Services.

Minority and/or Unemployed

- The **Sprint Scholarships** are awarded annually to two students. Priority is given to minority and/or unemployed students.

Miscellaneous

- The **Forsyth Technical Community College International Student Scholarship** is awarded annually to an international student enrolled in a degree or diploma program with at least six credit hours.
- The **1990 Student Government Association/Tom Mayerchak Scholarships** are awarded annually to deserving students entering the second year of a technical or college transfer curriculum with a minimum 3.00 cumulative grade point average. Priority is given to full-time students.
- The **Wachovia Technical Scholarships** are awarded annually, based on need and scholastic promise, to three students who are enrolled full-time in the second year of a technical curriculum.
- The **Winston-Salem/Twin City Kiwanis Clubs Scholarships** are awarded annually to graduating high school seniors who plan to attend Forsyth Tech.

Note: In addition to the scholarships listed above, there are various individuals and organizations who contribute money yearly for scholarships to needy students. Most of the money available is not restricted; however, some of the scholarships are limited to individuals enrolled in certain curricula. Contact Student Financial Services for specific information regarding all available federal, state, and local funds.

All financial aid awarded is based on available funds.

Other Sources of Aid

Other sources of aid not administered by Forsyth Tech are available for eligible students. Interested students should apply with the appropriate agency. Student Financial Services can assist students in making the initial contact with the sources listed below:

- Dependency and Indemnity Compensation (Veterans Administration Educational Benefits)
- Experiment in Self-Reliance
- North Carolina National Guard Tuition Assistance Plan (TAP)
- North Carolina Division of Veterans Affairs (State VA Scholarship)
- North Carolina Vocational Rehabilitation
- Winston-Salem Foundation
- Workforce Investment Act

Veterans' Benefits

Most programs of study offered at Forsyth Tech are approved for the training of persons eligible for benefits administered by the U.S. Department of Veterans Affairs (VA). Students eligible for VA benefits should contact Student Financial Services (1st Floor), Allman Center, Main Campus to find out if a program is approved and to apply for their VA educational benefits.

The Admissions Office will help applicants select a program of study and explain the procedures for enrolling in Forsyth Tech. The admissions process will require an *Application Form*, testing, and the receipt and evaluation of transcripts from all prior training in order for students to be approved for enrollment.

After registration, an enrollment certification will be transmitted by Student Financial Services to the Veterans Affairs Regional Office for processing. Tuition and fees must be paid by the student upon registering for classes. *The college does not postpone payment of tuition and fees until the student receives payment of their VA benefits. Monthly VA benefits will be paid directly to the student.

*(Exception: Students who receive VA benefits under Chapter 31 are allowed to charge their tuition and fees upon registering for classes.)

Students receiving VA benefits are responsible for being familiar with the information found in the *Student Handbook*, *College Catalog*, and all veterans' brochures and information obtained from Student Financial Services.

Hours of Pay

VA educational benefit payments are issued monthly and are based on training for a prescribed number of credit hours per semester, as follows:

- Full-time12 or more credit hours
- 3/4 time9-11 credit hours
- 1/2 time6-8 credit hours
- Less than 1/2 time1-5 credit hours

Standards of Progress

Federal regulations require that students receiving veterans' educational benefits must maintain standards of academic progress and conduct.

Satisfactory Academic Progress

The Academic Standing section of the *Student Handbook* and *College Catalog* describes the basic academic requirements for all students. A 2.0 cumulative grade point average (GPA) must be maintained, and a probationary period of not more than one semester is permitted. Progress is reviewed at the end of each semester.

If a student receiving VA benefits is classified as making unsatisfactory progress, the Veterans Administration will be notified and benefits will be terminated. Termination will take place effective with the posting of grades at the end of the probationary semester. Recertification will not be made until satisfactory progress has been established by the student regaining a 2.0 GPA. Students should request recertification from Student Financial Services following the semester in which satisfactory progress has been regained.

Satisfactory Conduct

Conduct in accordance with the Student Conduct and Responsibilities section of the *Student Handbook* is expected of all students. Dismissal of a student receiving VA benefits for unsatisfactory conduct will be reported to the Veterans Administration, and benefits will be terminated as of the date of the student's dismissal from class(es).

Satisfactory Attendance

All students are expected to maintain satisfactory attendance as defined in the Academic Information section of the *College Catalog*. Students receiving VA benefits who are dropped from courses for nonattendance or poor attendance, or those who withdraw, will be terminated or have their hours reduced effective the last day present in class. Unless mitigating circumstances are involved, the Veterans Administration may determine this termination or reduction to be an overpayment retroactive to the beginning of the semester.

Punitive/Nonpunitive Grades

Federal regulations prohibit payment of VA benefits for grades that do not count as progress toward graduation. Audits are not payable. A grade of withdrawal failing (WF) is punitive because it counts as an F in the grade point average (GPA) computation. A grade of withdrawal (W) or withdrawal passing (WP) is nonpunitive because it does not count in the GPA computation. If a student receiving VA benefits drops a class which reduces training time, the Veterans Administration will be notified. If a student receiving VA benefits drops a class and receives a punitive grade, payments will be adjusted effective the last date the class was attended. If a student receiving VA benefits drops a class and receives a nonpunitive grade, payments will be adjusted effective retroactive to the beginning of the semester; this adjustment may result in an overpayment, unless mitigating circumstances are documented.



STUDENT SERVICES AND SUPPORT PROGRAMS

Career Guidance Center

Professional counselors provide career exploration and planning assistance to help students identify career goals. Participation involves a group intake session that allows the counselor to evaluate the needs of each student. A variety of available inventories help the counselor and participant explore interest areas. Follow-up appointments provide personalized information. In addition, occupational information is available to assist in exploration of career options. Other sources of helpful information in such areas as career/employment, mental health, and educational planning are available at www.forsythtech.edu/student/counsel.html.

Counseling Center

The Counseling Center (1st Floor), Allman Center, Main Campus maintains a staff of professional counselors who are available both days and evenings to assist students with educational, vocational, financial, social, or personal problems from the time they enter school until they leave. Assistance is provided to facilitate wise choices, decisions, and adjustments associated with being a student.

Counselors also serve as consultants to faculty and staff in helping to meet the educational needs of students. Sometimes an instructor may refer a student who is experiencing difficulties to the Counseling Center or may request that a counselor contact the student for an appointment. Students may be referred to appropriate community agencies or resource persons when it is apparent that they might benefit from additional assessment or therapy.

The counseling staff adheres to the ethical standards of the American Counseling Association and the National Board for Certified Counselors. All discussions and consultations are confidential; however, exceptions may be made when students present a danger to themselves or others, or if students disclose that they are involved in an illegal activity.

Services for Students with Disabilities

Forsyth Technical Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The Special Services Office at the college ensures that the programs and facilities of the college are accessible to all students. The college focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility, and the provision of reasonable accommodations, auxiliary aids, and services to students.

If you are a student with a disability and require the services of interpreters, readers, notetakers, or need other reasonable accommodations, you have the responsibility to request these services from the Special Services Office since federal law prohibits the college from making pre-admission inquiries about disabilities. This office is located in the Testing Center (1st Floor), Allman Center, Main Campus. In order to assess each disabled student's needs and to provide the necessary support services, professional documentation of a disability or disabilities must be furnished to the Special Services Office. Documentation must be current. Information provided by a student is voluntary, and appropriate confidentiality is maintained.

Students who need assistance for academic services should call the director of testing/special services/ADA at (336) 734-7248. Services are designed and developed on an individual-needs basis, and students may elect to use any or all of the services appropriate to their needs at no charge. An appointment with the director of testing/special services/ADA is recommended in order to discuss any special concerns.

Also, the college has a telecommunications device for the deaf (TDD/TTY) located in the Counseling Center. The number is (336) 723-3411.

Employment Assistance Center

The Employment Assistance Center (EAC) offers employment services to current students and

graduates of Forsyth Tech. Students and graduates who register with the EAC have access to job listings received from Triad employers. In addition, a representative from the Employment Security Commission (ESC) is available in the EAC to work exclusively with Forsyth Tech students and graduates. Students who register with the on-campus ESC representative have access to local, state, regional, and national job opening information.

The Employment Assistance Center sponsors an annual job fair and provides the following services to current students and graduates: individual career counseling, help in writing resumes and cover letters, interview preparation, and handouts and resource materials on job search skills and job market information.

James A. Rousseau II Minority Male Mentoring Program

The James A. Rousseau II Minority Male Mentoring Program is open to all minority male students at Forsyth Tech. Students meet monthly with members of the local business community, faculty, and staff at Forsyth Tech. The goals of the program are to:

- Provide an open forum for minority males to discuss issues and concerns with professionals and mentors.
- Promote goal-setting and positive choices in decision-making.
- Improve the retention and graduation rates of minority males at Forsyth Tech.
- Enhance communication skills, self-discipline, motivation, and self-concept.
- Develop job-seeking skills and promote work force preparedness.
- Provide practical knowledge of budgeting, investments, savings, and financial planning.

For more information about this program, contact the associate dean of enrollment management in the Admissions Office (1st Floor), Allman Center, Main Campus at (336) 734-7469.

Women's Resource Center

Mission

The mission of the Women's Resource Center (WRC) is to promote the educational, personal, and professional development of women.

Vision

The WRC's vision is to become a catalyst for students to develop their individual strengths to achieve positive outcomes in their educational and professional opportunities at Forsyth Technical Community College.

About the Center

Although our focus is female students, the Women's Resource Center (WRC) is open to all students enrolled at Forsyth Tech, as well as faculty and staff. The WRC addresses many issues including creative childcare, financial management, health education, legal matters, and professional and personal development. Networking and collaborating are the guiding principles for the services of the WRC. Our comfortable lounge, library resource area, administrative staff, and support team provide a welcome and supportive environment for Forsyth Tech's diverse student population. Programs and assistance that are offered through the center include:

- **Child Care Program** - This state-funded program assists single parents, homemakers, and displaced homemakers with child care, allowing eligible students the flexibility to plan and complete a training program in order to become economically self-sufficient. Curricula students are eligible to apply for this program.
- **Counseling and Referrals** - The director of the Women's Resource Center (WRC) is available to provide counseling and referrals based on each individual's situation. All information gathered during counseling or referrals remains confidential. One of the most critical objectives of the WRC's counseling and referral service is to match the individual with the appropriate agency or organization that will suit his or her need. The WRC also has a growing collection of brochures and information about community agencies and

programs. Some organizations that collaborate with the WRC to provide counseling or other services are:

- Battered Women's Services
- BB&T (Branch Banking and Trust)
- Centerpoint Human Services
- Department of Public Health
- Department of Social Services (DSS)
- Experiment in Self-Reliance (ESR)
- Family Services, Inc.
- Forsyth Technical Community College (various departmental services)
- Job Link
- North Carolina Council for Women
- Social Security Administration (SSA)
- Winston-Salem/Forsyth County Council on the Status of Women
- Winston-Salem Housing Authority (HAWS)
- Winston-Salem Urban League

- **Library** - The WRC houses a substantial collection of over 400 donated books, tapes, and magazines for student and staff use. The comfortable lounge area is also available for students to study, receive tutoring, or just relax. The area may also be utilized for small group meetings. A computer with Internet access is also available for students needing to complete assignments or do research. Materials in the library may be checked out.
- **Support Groups** - Peer groups have been developed to assist students of Forsyth Tech in coping with various life issues. Support group sessions may include discussion, speakers, presentations, or individual counseling. Two active support groups are the "Single Parent/Homemaker Peer Support Group" and the "He Said, She Said Gender Dialogue Group." Other groups will be formed as needed.
- **Workshops & Displays** - Workshops are scheduled by the WRC on a variety of subjects during each semester. Information presented provides guidance for handling issues and challenges that students face at work, home, and school. Open forums are also conducted to allow students to ask questions and voice their opinions. Displays are set up to inform and educate students, faculty, and staff of Forsyth Tech.



Learning Resources

Library

The Library's collection includes more than 39,000 books and audio-visual software. Most materials may be checked out for two weeks. Although no fines are charged, students are responsible for replacing books that are lost or damaged. Until replacement is made, Library privileges will be revoked, the student will not be permitted to register, and the student's record will be sealed. Members of the Library staff are always available to help students locate and use the Library resources. Internet access and NCLive are available to Library users.

Located on the 1st floor of Ardmore Hall, Main Campus, the Library is open Monday through Thursday from 7:30 am until 9:00 pm and on Friday from 7:30 am until 3:00 pm; Saturday hours are from 9:00 am to 12:00 noon, except during the summer term.

Learning Center

Located on the 1st floor of Ardmore Hall, Main Campus, the Learning Center offers a variety of services and programs designed to assist both faculty and students.

Tutoring Services - Tutoring services offer several methods for helping students who are having academic difficulties. Tutoring is done one-on-one or in small group sessions two to three times a week by tutors, primarily fellow students, who have received training. Assistance is offered in virtually every academic course offered on Main Campus. The Learning Center has math and science tutoring centers, all staffed by well-qualified lab assistants. Students can use these centers on a drop-in basis. Both tutoring and tutoring center help are free to students, but students must be referred by their instructor. In addition, the Learning Center staff conduct a variety of workshops on learning skills.

The various tutoring services share the goal of increasing retention rates while helping Forsyth Tech students become independent, lifelong learners.

Computers for Writing Papers - The Learning Center has PCs with Internet access for students to write class papers, reports, assignments, etc. This free service is available to any enrolled student doing class-related work.

Placement Test Preparation - Most people entering Forsyth Tech are required to take the placement test. To help these future students, the Learning Center offers worksheets, practice tests, and tips on test taking. This service is especially helpful for people returning to school after a long absence.

Services for Instructors - The Learning Center has several services for instructors. The Center can administer make-up tests for instructors whose students miss a test, it houses and distributes the materials for the telecourses, and it can provide special accommodations to help instructors comply with the Americans with Disabilities Act (ADA).

Other Services

Bookstore

Forsyth Tech operates two college stores as a service to students, faculty, and staff. The Main Campus Bookstore, lower level, Snyder Hall-offers a full line of traditional college store merchandise, including textbooks, school supplies, and other course-related material, plus first-quality backpacks, emblematic apparel, Forsyth Tech gift items, and educationally priced computer software. The West Campus Bookstore, Room 10, carries an abbreviated selection of the above materials, focusing on course materials for adult high school, corporate & continuing education, adult basic skills, English as a second language, and other West Campus programs.

The Bookstore stocks as many used texts as possible at the beginning of each semester, and students have the opportunity to sell their used books at the end of each semester. Curriculum students may receive full refunds for course books during the first 10 class days only.

Corporate & Continuing Education textbooks may be returned for full refunds prior to the first day of class.

Hours of operation of the two College Bookstores are posted at each location.

Books may also be purchased on the Forsyth Tech bookstore website: www.ftcc.bkstr.com

Book Return Policy

- Last day of returns: 10th class day (posted in the store).
- No refund without receipt.
- No cash refunds on grants.
- Books must be unmarked and in good condition.
- New books with names written inside will be refunded at used book price, even if the course is cancelled.

Housing

Since Forsyth Tech has no resident halls, students must make their own housing arrangements. Housing and apartment information may be obtained from the Counseling Center (1st Floor), Allman Center, Main Campus.

Health Services

Limited health services are provided through the Public Safety Office. First aid supplies are located in shop areas; however, injuries requiring more than minor first aid will be treated in the emergency room of either Forsyth Medical Center or Wake Forest University Baptist Medical Center.

Food Services

A cafeteria is located on the lower level of Hauser Hall, Main Campus. Vending services are available in Snyder Hall, Parkway Building, Carolina Building, and Greene Hall (all located on Main Campus); the Swisher Center; West Campus, and the Woodruff Center.

Lost and Found

The Public Safety Office handles lost and found articles on the Main Campus. On other campuses, the Information/Registration Centers handle lost and found articles. All lost articles of value should be reported to the Public Safety Office.

Student Center

A student center is located on the lower level of Snyder Hall, Main Campus. Students are invited to use the center as a place to meet, talk, eat, and relax.

Campus Information

Telephone Calls to Students

Forsyth Tech does not have the facilities to forward general telephone messages to students and will not do so except in the case of an emergency. Emergency calls should be directed to the operator, Counseling Center, Public Safety Office, or appropriate dean's office. Those calling in an emergency will be asked to state the nature of the emergency and to give their name and a return telephone number. Forsyth Tech staff will then make every effort to relay this information to students.

It is the policy of Forsyth Tech not to give out identifying information about students to telephone callers and/or unidentified persons without the permission of the student (Family Rights and Privacy Act). The Records Office only handles inquiries concerning students' records.

Use of Facilities

- The buildings and their contents exist solely for the education of Forsyth Tech's adult population, and the use of these facilities for any other purpose is strictly prohibited.
- Smoking is prohibited in all classrooms, laboratories, shops, and auditoriums.
- Animals are prohibited inside the buildings (except for seeing eye dogs for the sight impaired). Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law (Ordinance Section 3-18).
- Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the Library, canteen areas, or on campus grounds.



Student Government Association (SGA)

The Student Government Association is composed of all current Forsyth Technical Community College students and is served by the Student Government Council (SGC). The SGC consists of the student government officers, Alpha Mu Beta fraternity members, and other SGC representatives. Participating students are people who are interested in developing leadership skills to be used in their careers in business, industry, or government. Students learn to work together to accomplish a wide range of projects that have a high impact on the college and community.

Student Government Council

The Student Government Council (SGC) is intended to be a laboratory of development for motivated students. People who get involved find themselves learning, growing, and doing things they never thought they could do. This is a program in which students can test their education, experiment with social and group dynamics, and make positive personal changes without fear of criticism.

The SGC with the Student Activities Center's staff manages the student activities budget and meets in business sessions. During the meetings, the members address student issues and plan and produce student activities such as Fall Festival, Spring Fling, Martin Luther King Jr. Celebration, blood drives, leadership workshops, and other projects. During meetings and projects, students learn and practice parliamentary procedure, group skills, teamwork, project management, and gain the experience of getting things done in a large institution. Some students choose to work with the budget, practice secretarial skills, or do advertising, student publications, and other public information duties. The SGC also represents the student body to the college administration. The SGC president serves on the Forsyth Technical Community College board of trustees as a nonvoting member and reports to the SGC about board activities when appropriate. The SGC also serves as a vehicle of communication to the students for the administration. Members of the

SGC attend statewide conferences approximately twice a year. During the conferences, students meet student leaders from community colleges across the state. They have an opportunity to share ideas and concerns, and learn leadership skills in workshops.

Alpha Mu Beta

Alpha Mu Beta is the service fraternity of the Student Government Council (SGC). Known as Ambassadors, they are a high profile group of students who spark interest in student life through campus networking, personal growth, and service to the community. Applicants are selected for their high scholastic achievements and communication skills. Ambassadors become proficient in meeting people and in the organizational, time management, planning and leadership skills that will help them in their chosen fields. Applicants who are accepted into the fraternity discover a relaxed, yet disciplined, fellowship that encourages growth. Ambassadors have the opportunity to lead such events as the Angel Tree Project, and many other service projects for the benefit of the college and community.

Flight Line Program

The Flight Line Program is a process by which students can track their time spent in leadership efforts within the Student Government Council (SGC). This program allows students to have a tangible record of these efforts, which also indicates to the entire institution the work that is being done by members of the SGC. In addition, the program serves as an "extracurricular transcript" for students to utilize as they seek further education or employment. In this program, students will keep track of how many hours they spend in areas of campus service, community service, and other projects during a semester. At the end of each semester, students are given awards based on how many hours were recorded. The flight metaphor represents the potential we all have to soar above our limitations and exceed our expectations. Thus, Flight Line awards are named for pioneers of flight such as the Wright Brothers, Chuck Yeager, and Ronald McNair.

Membership Requirements

If you are interested in one of the student government programs, you must:

1. Check your cumulative grade point average (GPA).
 - Ambassadors are required to maintain a 3.0 GPA.
 - Student Government Council members must maintain a 2.5 GPA.
2. Be registered for the correct number of credit hours.
 - Student Government Council members must be registered for one credit hour per semester.
 - Ambassadors must be registered for at least six credit hours per semester.
3. Complete a ***Student Government Council Application***, which can be obtained in the Student Activities Center, lower level, Snyder Hall, Main Campus.
 - Ambassadors must have the application signed by a faculty or staff member.
4. File the application.
 - Take your application to the Student Activities Center, lower level, Snyder Hall, Main Campus or mail it to: Student Activities Center, Forsyth Technical Community College, 2100 Silas Creek Parkway, Winston-Salem, NC 27103.

Interview Process

Students who apply for a position in the SGC must undergo an interview process. The program's advisor or a SGC representative will call applicants to set up interview appointments. All applicants must be interviewed by the membership committee and the student government advisor.

All SGC candidates are required to complete an orientation program. Details of the orientation program can be obtained from the student government advisor.

Student Activities and Athletics

Forsyth Tech strives to offer its students more than just an academic education. Efforts are made to provide students with extracurricular opportunities for involvement that will help to educate the total individual. By providing extracurricular activities, Forsyth Tech recognizes that a college education includes social, professional, and cultural involvement, as well as academics. Students are invited to come by the Student Activities Office, lower level, Snyder Hall, Main Campus, to find out more about what Forsyth Tech has to offer outside the classroom.

All curricula students pay the student activity fee when they register and automatically become members of Forsyth Tech's Student Government Association. Though called an activity fee, it is used for more than just providing activities. Below is a list of expenses covered by the student activity fee.

1. Graduation expenses are partially covered. It costs over \$25 per student to hold a graduation ceremony. Currently, students pay a graduation fee of \$10 for each diploma received.
2. Student activities and entertainment such as the Fall Festival, Spring Fling, Martin Luther King, Jr. Celebration, and Night Student Appreciation are free to students.
3. Student publications such as the ***Student Handbook*** and the student newsletter ***Technically Speaking***.

The student newsletter, *Technically Speaking*, is published monthly. Students can become involved in writing, photography, editing, desktop publishing, ad solicitation, and paper distribution. A student who is interested in becoming a newsletter staff member or a freelance contributor to the publication should contact the Student Activities Office.

The purpose of the student newsletter is for students to prepare and organize a publication that benefits other students. The responsibility of the institution is to provide guidance to the students and funding for the printing of the newsletter. An English instructor and the director of student activities serve as co-advisors

of the paper. Funding comes from the student activities budget. All student communications shall explicitly state that the opinions expressed are not necessarily those of the college or of its students.

Another student publication is the online literary e-zine, *The Wheel*, which is available through the Forsyth Tech web site. Monthly literary contests are open to anyone in the Forsyth Tech community, including alumni. These winners are eligible for monetary prizes in the spring contest and will also have their contributions published in the hard copy of the literary magazine *The Wheel*.

4. Athletic teams participate in men's basketball, coed cheerleading, women's volleyball, and women's fastpitch softball with other community colleges. Equipment and registration fees are paid out of the student activity fee budget. Golf tournaments, bowling leagues, and a putt-putt tournament are also offered every year to students at a greatly reduced price.
5. All Student Government Association expenses are paid out of student activity fee funds. Expenses include the student activities director's and secretary's salaries, supplies and materials for the Student Activities Center, and all SGA printing expenses.
6. Attendance at SGC conferences is a major expense of the SGA. Forsyth Tech is a member of the North Carolina Comprehensive Community College (N4C) Student Government Association. The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA on their campuses.

The Forsyth Tech men's basketball team is a member of the National Junior College Athletic Association (NJCAA). The women's volleyball team will join the NJCAA in the fall of 2002. An intercollegiate athletic team is also offered in women's fastpitch softball. Interested students should contact the Student Activities Center regarding participation.

Student Organizations

OrganizationPhone Numbers

Architectural Technology Club	734-7342
Association of Information Technology Professionals	734-7199
Forsyth Tech Chapter of North Carolina Student Nurses Association	734-7438
Future Advocates for Children Tomorrow	734-7616
Hispanic Student Association	734-7457
International Cultural Exchange	734-7485
Medical Assisting Student Organization (MASO)	734-7362
Motor Sports Club	734-7279 or 734-7535
Philosophical Society	734-7454
Society of Manufacturing Engineers	734-7274
Student Medical Sonographer's Club	734-7437
Student Practical Nursing Association	734-7417
Village Crossroads Club	734-7507

Student Leadership

Alpha Mu Beta	734-7326
Sigma Theta Kappa Criminal Justice Club	734-7271
Flight Line Program	734-7326
Phi Theta Kappa	734-7174
Student Government Association	734-7326
Vocational-Technical Honor Society	734-7313

Forsyth Tech Sports

Bowling League	734-7509
Coed Cheerleaders	734-7509
Golf Tournaments	734-7509
Men's Basketball	734-7509
Putt-Putt Golf Tournaments	734-7509
Women's Fastpitch Softball	734-7509
Women's Volleyball	734-7509



STUDENT CODE OF CONDUCT & RESPONSIBILITIES

Code of Conduct

The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of Forsyth Tech. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self, and the improvement of society. Each enrolled student is considered to be a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, students may be suspended or dismissed for behavior deemed incompatible with the mission, the regulation, or the responsibility of Forsyth Tech or deemed to be in violation of any of the provisions of the code of conduct as set forth herein.

Forsyth Tech recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, Forsyth Tech recognizes, declares, and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis,

not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the student as a dependent and for credentialing, auditing, or accrediting organizations. The vice president of institutional planning and support services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student or upon written authorization by a student to be released to a designated entity. Transcripts from high schools or other colleges will not be released.

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote students' curriculum or career interest. Student organizations must select a faculty advisor and submit a constitution to the Student Government Council.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this code of conduct shall have the right of appeal to the student appeals committee as hereinafter provided.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled, or otherwise occupied by Forsyth Tech or any division thereof.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct which is intended to provoke violent retaliation or cause a breach of peace which disrupts, disturbs, or interferes with the normal routine, activities, or teaching of students, or which disrupts, disturbs, or interferes with the peace, order, or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property, or shall not steal, or attempt to steal, Forsyth Tech property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function, or event held off Forsyth Tech grounds.

Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, or harassment, or communicate a threat to a Forsyth Tech employee.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause, or threaten to cause

physical injury, verbal abuse, or harassment, or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest, or visitor, at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function, or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities-North Carolina General Statute 14-26

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage, or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages, and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity,

function, or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities

A student shall comply with all directions of Forsyth Tech faculty, administrators, or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus public safety officer at all times upon reasonable request. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

Rule 9. Academic Dishonesty, Cheating, Forgery, and Related Offenses

It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft, or concealment of library or other resource material or of another

student's notes or laboratory experiments.

6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.

7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.

Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds.

Rule 11. Student Attire Code

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds. Special technical or vocational curricula, such as the health curricula, may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student, or Forsyth Tech, or both.

Rule 13. Children in Classrooms or Shop Areas

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in canteen areas, or on campus grounds.

Rule 14. Roller Skating, Roller Blading and Skate Boarding

For the safety and well-being of all Forsyth Tech students, employees, and visitors, no one is permitted to roller skate, roller blade, or skate board on sidewalks, parking lots, or any other college property.

Violation of the Code of Conduct

The following are the degrees of disciplinary action which may be taken as a result of violation of the student code of conduct:

- A. Verbal Warning** - A verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.
- B. Warning** - A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.
- C. Disciplinary Probation** - A written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.
- D. Restitution** - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
- E. Suspension** - Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.
- F. Dismissal or Expulsion** - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the dean of curriculum development for consideration for re-admission.
- G. Other** - Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the student code of conduct a student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college - faculty, staff, and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment.

All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures.

Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.
3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the workplace or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the vice president of student

development services or the director of human resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function, or event held off Forsyth Tech

grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.
2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.
3. The student may be subjected to sanctions imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus public safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the dean of curriculum development of actions taken.

The burden of requesting re-entry to class, laboratory, or clinical areas will be upon the student involved. Request for re-entry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before re-

entry, the instructor may require that the student meet with the division dean or the counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from Forsyth Tech, the instructor will send a written report (approved by the division dean) to the student, the vice president of instructional services, and the vice president of student development services. The vice president of instructional services will make the decision on dismissal when applicable and dismiss the student. The student will be given a copy of the report and a written notification of the decision. If a student wishes to appeal the decision, the appeal must be made by writing the student appeals committee within five days after receiving the dismissal notice.

B. Non-Instructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech. The Public Safety Office may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff, and/or the student body; a written complaint must then be filed. The complaint must be filed with the dean of curriculum development, who will promptly investigate the complaint and make a decision regarding warning, suspension, dismissal, or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the vice president of student development services, the appeal must be made by writing the student appeals committee within five days after receiving the notice of the decision.

Student Appeals Committee

The student appeals committee will hear the appeal of any student after the appeal process has been exhausted at the department and division levels for instructional areas or the vice president of student development services for non-instructional areas. The student appeals committee will hear the appeal of any student regarding the following:

1. discipline

2. dismissal, except for academic standing
3. admissions
4. discriminatory practices, including violations of the Americans with Disabilities Act (ADA)
5. sexual harassment

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the vice president of student development services, who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information, or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student or there is sound reason to reject the appeal.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the president that a current policy be examined for continued value to Forsyth Tech.
3. The committee will submit its recommendation to the president, who will make a final decision and who will notify the parties involved.
4. Records of the proceedings of the student appeals committee are available upon written request to the vice president of student development services.
5. The student must obtain special permission from the vice president for instructional services to attend classes pending resolution of the case on appeal.

Appeal of Admission Decision

A student must submit a written request to appeal an admissions decision to the admissions coordinator. If the student is not satisfied with the results of the decision, he/she can appeal to the associate dean of enrollment management. If the student is still not satisfied and wants the appeal to be considered further, the associate dean of enrollment management will forward the appeal to

the dean of curriculum development. The dean will, in turn, give the appeal to the student appeals committee to hear and make recommendation(s). The Committee will submit those recommendations to the president who will make a final decision.

Residency Appeal: In matters concerning residency classification, the dean of curriculum development will review prior decisions and all materials submitted. A decision will be rendered, and all parties will be notified in writing of the decision.

To appeal the dean's decision: The next step in the appeal process is to the state residency committee. Procedures on state appeal are available in the office of the vice president of student development services.

Definition of Academic Dishonesty

The following are further explanations of violations of Rule 9.

A. Plagiarism:

Definition: The intentional presentation of the work of another as one's own without proper acknowledgement of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

Plagiarism as the result of misunderstanding or misapplying the rules of documentation may be unintentional, but it is still plagiarism. Plagiarism includes but is not limited to:

1. Copying from a written source, another student, or a data base (whether professional or nonprofessional; whether published or nonpublished) without proper citation in either a document or a speech.
2. Rewording (paraphrasing) or summarizing someone else's material without proper citation in a document or a speech.
3. Failing to cite word-for-word passages in a document or a speech.
4. Using purchased pre-written materials (including computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any

information belonging to another) as the student's own or having someone else do the student's work.

B. Cheating:

Definition: Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices, or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise. Cheating includes but is not limited to:

1. Copying from another student's paper or receiving unauthorized assistance during a quiz, test, or examination.
2. Procuring, without authorization, tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected it will not be discussed).
3. Copying reports, lab work, computer programs or files and the like from other students.
4. Collaborating on laboratory or computer work without authorization and without any indication of the nature and extent of the collaboration.
5. Sending a substitute to take an examination.
6. Receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.

C. Fabrication and Falsification:

Definition: Intentional alteration or invention of any information or citation in an academic exercise. Falsification refers to the alteration of information, such as altering research, clinical or practicum data. Fabrication refers to the invention or counterfeiting of information, such as inventing research or clinical data or records. It would also include altering grade reports or submitting false records for tardiness and absences for scheduled academic exercises. Altering a returned examination paper and seeking regrading also constitutes falsification.

D. Multiple Submission:

Definition: The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization, including submitting the same paper for credit in two courses without instructor permission.

E. Abuse of Academic Materials:

Definition: Intentional destruction, theft, or concealment of library or other resource material or of another student's notes or laboratory experiments.

F. Complicity in Academic Dishonesty:

Definition: Intentionally helping or attempting to help another to commit an act of academic dishonesty, such as those acts noted above. Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Students should seek clarification when in doubt.

Policies

Policy on Compliance with the Americans with Disabilities Act

A policy on compliance with the American with Disabilities Act (ADA) is in effect at Forsyth Technical Community College and published in the *Employee Handbook*. The board of trustees of Forsyth Tech intends to comply with the requirements of the Americans with Disabilities Act and provide access to education for persons with disabilities as part of the mission of the institution. The director of testing/special services/ADA for Forsyth Tech should be contacted with questions or concerns regarding the ADA.

Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious

diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CFR 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Accordingly, employees should report this information to the human resources director, and students should report to the vice president of student development services. All information will be kept confidential except to those persons determined by the human resources director and dean of curriculum development as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration, and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student Policy

Drug use and abuse by students have become immediate concerns in our society. These problems are extremely complex with no easy solutions.

The users of drugs may impair the well being of all students and the educational environment and may damage Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

1. Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.
2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include legal drugs which are not prescribed by a licensed physician.
3. The counseling staff will conduct drug awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in the Counseling Center at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness, and sources for assistance.
5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. The counseling staff will biennially assess the institutional environment by reviewing data from public safety, the Counseling Center, instructors, and other community resources to guide educational program development for students.

Crime Awareness and Campus Security Act

Staff, faculty, and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Public Safety Office, located in the Carolina Annex, Main Campus. A special emergency number has been established. Staff, faculty, and students may dial extension 7325 from any campus telephone (excluding public pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance. In addition, the college has installed red emergency phones throughout the campus. Upon picking up the receiver, the phone automatically dials the 7325 emergency number.

Upon receipt of a complaint, a public safety officer is assigned to the case. The complaint is documented, investigated, and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department is contacted for assistance. Other staff of the college, such as the dean of curriculum development, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of public safety. Further review and action may occur up through the chain of command, including the president and board of trustees.

A public safety officer is on duty at all times regular classes are in session.

Computer Software Copyright Policy

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The college does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to \$100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires, or uses unauthorized copies of computer software shall be subject to disciplinary action.

The Corporate & Continuing Education Division of Forsyth Tech promotes the personal and professional development of individuals and employee groups by offering non-credit courses and seminars. Courses and seminars vary from a few hours in length to several hundred hours, depending on their purpose and content. Those for the general public are developed and routinely advertised. Others are developed and customized for the employee groups of client companies, and as a result, are not open to the general public. Corporate & Continuing Education instruction generally includes a combination of lecture, demonstration, and application, and may be delivered in either a traditional or distance learning environment.

Corporate & Continuing Education offers a broad range of educational services: basic skill and developmental assessments, GED testing, testing for professional licenses and certifications, training needs assessments, job task analyses, and work skill assessments. Seven specialized programs promote business and industrial development the small business center, focused industrial training, occupational extension, new and expanding industry, human resource development, workplace literacy, and English as a second language.

The Corporate & Continuing Education Customer Service Center provides information about courses and programs, processes and course registration, transfers, and refunds. The Center is open Monday through Friday and is located on West Campus at 1300 Bolton Street, Winston-Salem. Call the Customer Service Center at (336) 761-1002, or access its services online at:

www.forsythtech.edu/corporate/index.html



FORSYTH TECHNICAL COMMUNITY COLLEGE WEST CAMPUS



Corporate & Continuing Education

Corporate & Continuing Education offers courses at the 4th Street Small Business Center, 5th Street Library Center, Main Campus, the Grady P. Swisher Center, West Campus, and the Mazie S. Woodruff Center. Courses are also conducted at other facilities throughout Forsyth and Stokes Counties.

Mission

The mission of the Corporate & Continuing Education Division is to work in partnership with the community to identify and meet adult education and training needs for lifelong learning, economic development, and improved quality of life.

The general program objectives are:

- To provide expanded educational opportunities for adults who would not otherwise continue their education,
- To provide relatively inexpensive, convenient educational opportunities for adults regardless of educational background,
- To provide programs of vocational/technical education for employed and unemployed adults who need training or retraining,
- To provide short courses that meet the general adult and community service needs of the people in the community,
- To provide requested vocational and technical training programs for new and expanding industry in the Forsyth Tech service area, and
- To provide small business development, educational programs, and services for establishing prospective businesses.

Admissions Requirements

Corporate & Continuing Education courses and seminars are generally for adults 18 years of age and older. However, individuals 16 and 17 years of age may enroll in some courses if they first obtain approval from the public school system. Some courses require a student application, and prospective students should inquire about admission requirements for specific programs of interest. Inquiries can be made at the Corporate & Continuing Education Customer Service Center at (336) 761-1002.

Course Fees

Most Corporate & Continuing Education courses have associated course fees; some do not. A registration fee, equipment usage fee, and insurance fee are some of the typical fees associated with courses and seminars. In addition, students may be required to purchase a textbook or pay an instructional materials fee. Students attending class on the college's Main or West Campuses, Swisher or Woodruff Centers, or the Winston-Salem/Forsyth County Career Center are required to purchase a Forsyth Tech parking permit/decal.

Some individuals are exempt from paying registration fees. Volunteer firemen, fire department personnel, volunteer and paid rescue personnel, and local law enforcement officers are not required to pay registration fees for certification and other occupation-related courses required for their work. Individuals 65 years of age and older are also exempt from paying some registration fees.

Continuing Education Units (CEUs)

Corporate & Continuing Education occupational extension courses are approved for continuing education units (CEUs). CEU credit is based upon the number of hours a course is scheduled to meet. One CEU is awarded for every ten hours, and any portion thereof, a person attends class. (For example, a course that meets for 22 hours awards 2.2 CEUs.)

Educational Programs

Adult Literacy

Five adult literacy programs are available to help adults improve their educational literacy.

- Adult Basic Skills
- Adult High School Diploma
- Compensatory Education
- English as a Second Language (ESL)
- General Education Development (GED)

North Carolina Community College Performance Standards reported in 2001 on page 3.

Adult Basic Skills

This program provides education in basic reading, writing, and math skills.

The primary objectives of the program are:

- To enable individuals to achieve greater independence in their personal lives,
- To enhance their ability to benefit from occupational training,
- To increase their opportunities for better and more rewarding jobs,
- To make them better able to meet their family and community responsibilities, and
- To help business and industry use the full capabilities of their work force.

Adult basic education classes are held at various locations throughout Forsyth and Stokes counties. Classes are conducted during day and evening hours. No registration fees are charged to the student. Some books and materials may be supplied free of charge.

Adult High School Diploma

Forsyth Tech, in cooperation with the Winston-Salem/Forsyth County School System and the Stokes County School System, offers day and evening courses to adult students who have dropped out of high school and wish to obtain an adult high school diploma.

Adults take courses needed to satisfy North Carolina high school graduation requirements. A passing score on the high school competency test is required for graduation. The program is designed for adults 18 years old or older.

There is no registration fee; however, students must furnish their own books and supplies.

Apprenticeship Programs

Corporate & Continuing Education offers apprenticeship programs in cooperation with local employers.

- Electrical
- HVAC
- Inside Wireman

● Plumbing I

Apprentices are required to complete a minimum of 144 hours of instruction each year, and classes are offered during the fall and spring semesters. In addition, indentured apprentices must complete 2000 hours of on-the-job training each year. At the conclusion of the program, apprentices receive a journeyman's card through the North Carolina Department of Labor.

CareersNOW! Vocational Programs

CareersNOW! is a program conducted by Forsyth Tech and offered at Goodwill Industry's University Parkway facility in Winston-Salem. Its purpose is to provide educational career planning and cost-effective vocational training during the evening to prepare individuals for entry-level positions or to take advantage of career advancement opportunities.

Programs are conducted Monday through Thursday, 6:00 pm to 9:00 pm. The center offers vocational, employability and foundation skills courses to prepare participants to obtain employment in entry-level occupations for which there are too few qualified applicants. For information call the Goodwill Industries' Career Planning Department at (336) 724-3625 ext. 1304, or Forsyth Tech at (336) 734-7715.

Community Service Programs

The community service programs are designed to provide courses, seminars, and activities that:

1. contribute to the community's overall cultural, civic and intellectual growth, and
2. assist adults in the development of new skills or the upgrading of existing ones in their vocational, academic, and practical skills areas of interest.

The community service programs include:

- Courses in humanities, mathematics, science, and social sciences. Some classes that fall into this category are foreign languages, sign language, and creative writing.
- Courses designed to provide practical training for persons pursuing skills which are not considered their major or primary

vocation, but may supplement income or may lead to employment. Some classes that fall into this category are cooking, quilting, sewing, woodcarving, and picture framing and matting.

- Courses designed to focus on an individual's personal or leisure needs rather than their occupation, profession, or employment. Some classes that fall into this category are drawing, painting, crafts, photography, piano, stained glass, and pottery.

Compensatory Education

The compensatory education program provides educational opportunities that enable persons with mental disabilities to function in society at a level which will allow them to reach their full potential and maintain mastered skills. No fees are charged to the student, and books and materials are supplied free of charge.

Areas within the program of study are:

- Community Living
- Consumer Education
- Language
- Leisure Education
- Health
- Math
- Social Science

Computer Applications

A wide variety of computer application courses are offered on a routine basis to the general public. Courses can also be arranged for employee groups so that company-specific applications can be taught.

Educational Career Center - JobLink

The Educational Career Center - JobLink helps continuing education students and the general public to:

- Develop a personalized educational career plan
- Select Corporate & Continuing Education courses and certification programs

- Attain information about curriculum certificate, diploma, and degree programs
- Review college admission and financial aid applications
- Apply for training vouchers and other special services
- Conduct a job search
- Prepare a resume
- Enroll in education and career preparation workshops
- Utilize on-site services of the Employment Security Commission, Experiment in Self Reliance, Goodwill Industries, and Vocational Rehabilitation

The Center is open Monday through Friday and is located in Room 111, West Campus at 1300 Bolton Street, Winston-Salem. Call the Center at (336) 734-7748. Services are free of charge.

Emergency Services

Emergency Medical Services: Forsyth Tech offers certification courses in all levels of emergency medical services (EMS), ranging from the emergency medical technician (EMT) to the paramedic. For individuals with an EMS certification, the college offers continuing education and refresher courses, and has the capability of conducting specialty courses for rescue squads.

Fire Services: In addition to offering fire and safety-related courses for business and industry, Forsyth Tech also conducts basic through advanced firefighter and rescue training for fire departments in Forsyth and Stokes counties. A wide range of continuing education fire services and specialty courses are also available.

Law Enforcement Training: To prepare individuals for careers in law enforcement, Forsyth Tech offers certification courses ranging from detention officer training to basic law enforcement training. The college also conducts law enforcement specialty and continuing education courses for private security agencies and city, county, state, and federal law enforcement agencies.

Employee Health and Safety

Forsyth Tech offers several courses in employee health and safety. The courses are approved by the appropriate agency; several are developed to specifically meet Occupational Safety and Health Administration (OSHA) and/or occupational credentialing requirements.

English as a Second Language (ESL)

The ESL program provides instruction for foreign-born adults who have limited English proficiency. Students may attend seven levels of classes to acquire skills in listening, speaking, reading, writing, and comprehension of the English language, and acculturation to the society of the United States. No registration fee is required.

Focused Industrial Training

The Focused Industrial Training program provides technical training for employees of manufacturing companies to enable them to stay abreast of changing technology. Courses are frequently customized for small groups of employees, and training is most frequently offered at the industrial site.

General Education Development (GED) in English and Español

The tests of general education development (GED), developed by the American Council of Education for persons who have not graduated from high school, are designed to measure, as nearly as possible, the skills and concepts generally associated with four years of regular high school instruction. A small fee is charged for taking the GED test.

Upon successful completion of the GED tests, a high school diploma equivalency is issued by the North Carolina Community College System. Forsyth Tech is one of the 83 official GED testing centers in the state and is the only one in Forsyth County. Forsyth Tech offers GED preparation classes at selected sites in Forsyth and Stokes counties.

Health Occupations

Forsyth Tech offers courses to prepare individuals for entry-level positions in the health fields. All courses are conducted according to the guidelines

of the appropriate state agency and meet the requirements for employment training and recertification or licensing. Popular courses include certified nursing assistant, massage therapy, medical office coding, and medical accounting.

Human Resources Development (HRD)

The mission of Forsyth Tech's human resources development program is to strengthen the employment and educational opportunities of the county's residents who are unemployed or underemployed. The primary goal is to help these individuals develop the essential skills needed for securing and maintaining employment.

Industrial Technology

Industrial technology courses are continually updated to enable employees to learn the use of new equipment and processes. Courses are conducted according to certification, federal, or state guidelines to train company employees in specialized techniques, OSHA, and/or systems operations.

Languages and Cultures

A variety of language courses including occupational Spanish, English as a second language (ESL), and conversational French, German, Italian, and Spanish are offered to meet both professional and personal needs. Language courses can be customized to suit the special needs of a company or organization. Course content, schedule, methodology, class location, and length of study are based on client needs and preferences.

Licensure and Certification Courses

Forsyth Tech is authorized to conduct certain licensing and certification courses required in North Carolina. In addition, state exam preparation courses are available, as well as annual recertifying courses and continuing education courses to meet requirements for maintaining licenses.

New and Expanding Industry

New and expanding industry employee training is conducted free of charge for expanding or new industries that plan to add a minimum of 12 new production employees in a year. Training is for new employees only.

Pre-Employment Training

Forsyth Tech conducts pre-employment training programs for client companies to train a pool of qualified applicants for specific job vacancies. Companies can take applications and conduct interviews near the completion of the pre-employment program.

Small Business Center

The Small Business Center (SBC) provides counseling, information resources, and educational programs to help current and prospective business owners begin or sustain a business. The SBC is located at Forsyth Tech's 4th Street Center, Chamber Building, in downtown Winston-Salem.

Educational Services

Basic Skill Assessments

It is often useful to determine the basic skill levels of employees prior to developing a customized training program. Validated assessment instruments are used to identify the math, reading, language, and spelling competence of employees. The information gained can be used to determine if the basic skill levels of employees need to be upgraded for them to become fully job functional. The basic skill assessments can be done in either English or Spanish, and classes to help employees improve their basic skills can be conducted on-site.

Customized Spanish

In this program, students learn only Spanish phrases, questions, and commands needed for specific purposes. There is no attempt to teach the whole language. It presents realistic situations and the specialized vocabulary professionals need to communicate with Spanish-speaking persons.

Customized Training

Each customized training program is client-driven; that is, course content, schedule, methodology,

and location are based on client needs and preferences. Training programs can be developed to upgrade the skills of existing employees, or to recruit and train participants for potential employment with specific companies. Forsyth Tech's customized programs are developed to make a long-lasting contribution to employee growth and productivity.

Job Task Analyses

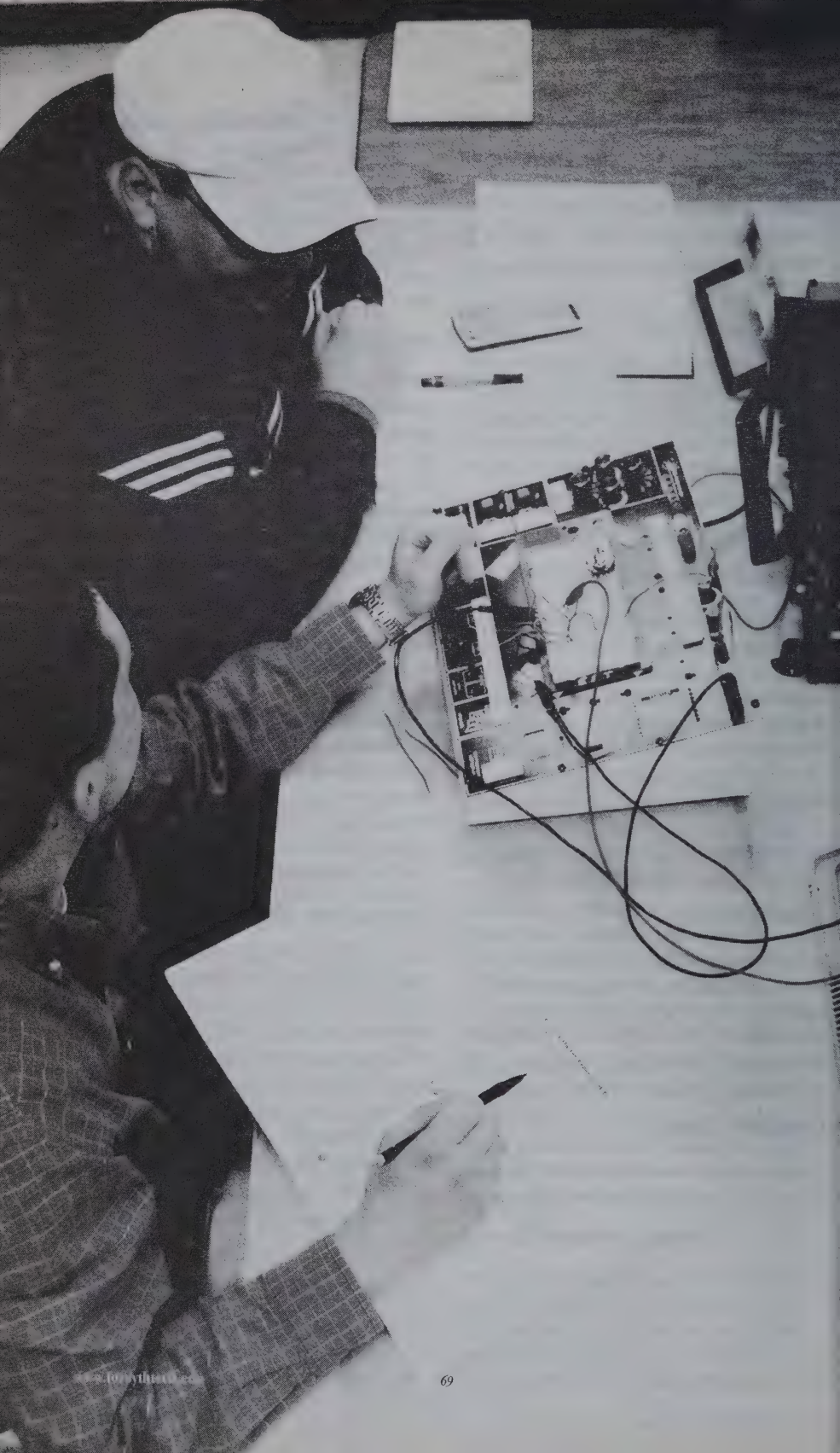
A multi-step process, job task analyses are conducted to identify the tasks associated with specific jobs, and the knowledge and skills needed for employees to perform the tasks adequately. Job task analyses provide insight into why some employees perform adequately while others perform inadequately, and provide sound data for developing customized training programs.

Southside Hispanic Center

Forsyth Technical Community College's Southside Hispanic Center, located at 309 E. Sprague Street in Winston-Salem, is a Center for guidance and empowerment for the Latino community in Forsyth and Stokes Counties. The Center's goal is to serve as a bridge between the Latino/Hispanic community and the existing community so that communication, understanding, resources, education, and community and governmental services are easily available.

Training Needs Assessments

Obtaining input from managers and different employee groups about what they perceive as their training needs is an important first step in developing customized training programs. The primary purpose of conducting a training needs assessment is to identify gaps between the current and desired levels of employee performance, knowledge, and skills. The secondary purpose is to gain an understanding of strategies that can be used to close the gap.



Associate in Applied Science Degree

The curricula for the associate in applied science (A.A.S.) degrees are technical in nature. Upon completion of a curriculum, the graduate will be awarded the associate in applied science degree. This degree is recognized nationally to indicate the successful completion of two years of education beyond the high school level.

The listing of courses for each curriculum is shown in the proper sequence. Applicants should plan to attend 21 or 24 consecutive months. (Evening curricula usually require three or more years.)

The College's purpose is to offer the technical courses which will prepare the graduate for immediate employment opportunities. Therefore, the ability to transfer to other institutions of higher education, and to transfer credit earned, will be determined by the receiving institution.

Associate in Arts and Associate in Science Degrees

Curricula for the associate in arts and associate in science are designed to transfer to bachelor's degree programs at senior institutions of higher education. The course work includes composition and literature, humanities, mathematics, natural and social sciences, and physical education. Students who receive a grade of C or better in each course are able to transfer these credits to a senior college or university, towards completion of a bachelor's degree. The associate in arts curriculum concentrates heavily on the humanities and social sciences and is recommended for those students who plan to continue with a bachelor's degree in one of these areas. The associate in science curriculum concentrates on mathematics, and the physical and life sciences and is recommended for those students who plan to continue with a bachelor's degree in one of these areas.

Diploma

The diploma curricula are practical in nature and are designed to prepare the student for immediate employment opportunities in a skilled trade or health field. All curricula are designed for one year of intensive study. (Evening curricula require approximately two years.) Some courses required in each diploma curriculum may not apply to associate's (or higher) degree levels of instruction.

Advanced Placement Programs and Technical Speciality Diploma

These are advanced level programs available to those who have completed an A.A.S. degree in a specified program or who meet registry requirements in selected allied health fields.

Certificate

Certificate curricula are educational programs of study drawn from existing curricula for persons who desire to improve their job skills in a particular area of interest.

The programs are also designed to meet the needs of employers in upgrading the occupational skills of their employees. Each certificate program may be tailored toward the requirements of a specific business, industry, or organization.

Developmental Education

This program offers a series of courses for preparation, remediation, and guidance for students who, for a variety of reasons, do not meet the specific entrance requirements for the regular curricula of their choice. Students who do meet the minimum entrance requirements but whose previous academic records indicate that they may have difficulty in successfully completing their curricula are also advised to complete the necessary course work in the developmental education program.

The student's academic program will be individually designed to meet their specific preparatory and remedial needs. The courses will be selected from the developmental offerings and from courses in the student's chosen program of study.

Sample Course Listing

		Cl	Lb	Cn	Cr
RTT 239	RTT Clinical Ed V	0	2	18	7
		0	2	18	7

Key to Sample Course Listing

RTTCourse Prefix

239Course Number

Clinical Ed VCourse Title

Cl

0Number of Classroom Hours Per Week

Lb

2Number of Laboratory Hours Per Week

Cn

18Number of Clinical Hours Per Week

Cr

7Number of Semester Hours Credit

0 2 18 7Total Number of
Classroom, Laboratory,
Clinical, and Semester
Hours Per Week

Note: Not all courses require Clinical Hours.

ACCOUNTING

A 25 10 0

Associate in Applied Science

Day

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
ACC 120	Prin of Accounting I			3	2	4	ACC 221	Intermediate Accounting II			3	2	4
ENG 111	Expository Writing			3	0	3	ACC 225	Cost Accounting			3	0	3
MAT 115	Mathematical Models			2	2	3	ACC 269	Auditing			3	0	3
OST 131	Keyboarding			1	2	2	BUS 116	Business Law II			3	0	3
PSY 150	General Psychology			3	0	3	CIS 120	Spreadsheet I			2	2	3
				12	6	15					14	4	16
SPRING - 1st Year							SPRING - 2nd Year						
ACC 121	Prin of Accounting II			3	2	4	ACC 150	Computerized Gen Ledger			1	2	2
ACC 129	Individual Income Taxes			2	2	3	ACC 226	Managerial Accounting			3	0	3
CIS 111	Basic PC Literacy			1	2	2	ACC 250	Advanced Accounting			3	0	3
ENG 114	Prof Research & Reporting			3	0	3	ACC 279	Advanced Auditing			3	0	3
---	Humanities/Fine Arts						ECO 252	Prin of Macroeconomics			3	0	3
	Elective (See your advisor.)			3	0	3					13	2	14
				12	6	15							
SUMMER - 1st Year							Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :						
ACC 130	Business Income Taxes			2	2	3	1. High school accounting recommended.						
ACC 220	Intermediate Accounting I			3	2	4	Program Information:						
BUS 115	Business Law I			3	0	3	Graduates can continue their education at various colleges and universities in the local area and then sit for the CPA Exam.						
				8	4	10							

TOTAL CREDIT HOURS: 70

ACCOUNTING

A 25 10 0 Associate in Applied Science Evening

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							SPRING - 3rd Year						
ACC 120	Prin of Accounting I	3	2	4			ACC 226	Managerial Accounting	3	0	3		
ENG 111	Expository Writing	3	0	3			BUS 115	Business Law I	3	0	3		
		6	2	7					6	0	6		
SPRING - 1st Year							SUMMER - 3rd Year						
ACC 121	Prin of Accounting II	3	2	4			BUS 116	Business Law II	3	0	3		
OST 131	Keyboarding	1	2	2			PSY 150	General Psychology	3	0	3		
		4	4	6					6	0	6		
SUMMER - 1st Year							FALL - 4th Year						
ACC 220	Intermediate Accounting I	3	2	4			ACC 150	Computerized Gen Ledger	1	2	2		
		3	2	4			ACC 269	Auditing	3	0	3		
									4	2	5		
FALL - 2nd Year							SPRING - 4th Year						
ACC 221	Intermediate Accounting II	3	2	4			ACC 250	Advanced Accounting	3	0	3		
ENG 114	Prof Research and Reporting	3	0	3			ACC 279	Advanced Auditing	3	0	3		
		6	2	7					6	0	6		
SPRING - 2nd Year							SUMMER - 4th Year						
ACC 129	Individual Income Taxes	2	2	3			ECO 252	Prin of Macroeconomics	3	0	3		
MAT 115	Mathematical Models	2	2	3					3	0	3		
		4	4	6									
SUMMER - 2nd Year							FALL - 5th Year						
ACC 130	Business Income Taxes	2	2	3			CIS 120	Spreadsheet I	2	2	3		
		2	2	3			----	Humanities/Fine Arts					
								Elective (See your advisor.)	3	0	3		
FALL - 3rd Year									5	2	6		
ACC 225	Cost Accounting	3	0	3									
CIS 111	Basic PC Literacy	1	2	2									
		4	2	5									

Continued on next page.

Continued from previous page.

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. High school accounting recommended.

Program Information:

Graduates can continue their education at various colleges and universities in the local area and then sit for the CPA Exam.

TOTAL CREDIT HOURS: 70

ACCOUNTING

D 25 10 0

Diploma

Day

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course Title				Hours Per Week				Course Title				Hours Per Week			
				Cl	Lb	Cr						Cl	Lb	Cr	
FALL								SUMMER							
ACC	120	Prin of Accounting I		3	2	4		ACC	130	Business Income Taxes		2	2	3	
BUS	115	Business Law I		3	0	3		ACC	220	Intermediate Accounting I		3	2	4	
CIS	111	Basic PC Literacy		1	2	2		CIS	120	Spreadsheet I		2	2	3	
ENG	111	Expository Writing		3	0	3						7	6	10	
OST	131	Keyboarding		1	2	2		Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :							
				11	6	14		1. High school accounting recommended.							
SPRING								TOTAL CREDIT HOURS: 37							
ACC	121	Prin of Accounting II		3	2	4									
ACC	129	Individual Income Taxes		2	2	3									
BUS	116	Business Law II		3	0	3									
MAT	115	Mathematical Models		2	2	3									
				10	6	13									

ACCOUNTING

D 25 10 0

Diploma

Evening

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
ACC	120	Prin of Accounting I		3	2	4	CIS	111	Basic PC Literacy		1	2	2
ENG	111	Expository Writing		<u>3</u>	<u>0</u>	<u>3</u>	MAT	115	Mathematical Models		<u>2</u>	<u>2</u>	<u>3</u>
				6	2	7					3	4	5
SPRING - 1st Year							SPRING - 2nd Year						
ACC	121	Prin of Accounting II		3	2	4	BUS	115	Business Law I		3	0	3
ACC	129	Individual Income Taxes		<u>2</u>	<u>2</u>	<u>3</u>	CIS	120	Spreadsheet I		<u>2</u>	<u>2</u>	<u>3</u>
				5	4	7					5	2	6
SUMMER - 1st Year							SUMMER - 2nd Year						
ACC	130	Business Income Taxes		2	2	3	ACC	220	Intermediate Accounting I		3	2	4
OST	131	Keyboarding		<u>1</u>	<u>2</u>	<u>2</u>	BUS	116	Business Law II		<u>3</u>	<u>0</u>	<u>3</u>
				3	4	5					6	2	7

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. High school accounting recommended.

TOTAL CREDIT HOURS: 37

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

D 35 10 0

Diploma

Day

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL							SUMMER						
AHR	110	Intro to Refrigeration		2	6	5	AHR	160	Refrigerant Certification		1	0	1
AHR	111	HVACR Electricity		2	2	3	AHR	212	Advanced Comfort Systems		2	6	4
AHR	112	Heating Technology		2	4	4	AHR	250	HVAC Systems Diagnostics		0	4	2
AHR	210	Residential Building Code		1	2	2					3	10	7
MAT	101	Applied Mathematics I		2	2	3	Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :						
				9	16	17	1. One unit of algebra recommended.						
SPRING							TOTAL CREDIT HOURS: 41						
AHR	113	Comfort Cooling		2	4	4							
AHR	114	Heat Pump Technology		2	4	4							
AHR	130	HVAC Controls		2	2	3							
AHR	211	Residential System Design		2	2	3							
ENG	101	Applied Communications I		2	0	3							
				11	12	17							

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

D 35 10 0

Diploma

Evening

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Course Title	Hours Per Week	Cl	Lb	Cr	Course Title	Hours Per Week	Cl	Lb	Cr
FALL - 1st Year					FALL - 2nd Year				
AHR 110	Intro to Refrigeration	2	6	5	AHR 212	Advanced Comfort Systems	2	6	4
AHR 111	HVACR Electricity	2	2	3	AHR 250	HVAC Systems Diagnostics	0	4	2
MAT 101	Applied Mathematics I	2	2	3	ENG 101	Applied Communications I	3	0	3
		6	10	11			5	10	9
SPRING - 1st Year					SPRING - 2nd Year				
AHR 112	Heating Technology	2	4	4	AHR 160	Refrigerant Certification	1	0	1
AHR 113	Comfort Cooling	2	4	4	AHR 211	Residential System Design	2	2	3
AHR 210	Residential Building Code	1	2	2			3	2	4
		5	10	10					
SUMMER - 1st Year					Additional admissions requirements to those listed on pages 9 and 10 in the College Catalog:				
AHR 114	Heat Pump Technology	2	4	4	1. One unit of algebra recommended.				
AHR 130	HVAC Controls	2	2	3					
		4	6	7	TOTAL CREDIT HOURS: 41				

ARCHITECTURAL TECHNOLOGY

A 40 10 0

Associate in Applied Science

Day

The Architectural Technology curriculum provides individuals with knowledge and skills that will lead to employment and advancement in the field of architectural technology. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained or to continue toward an advanced degree in an associated field of technology.

Architectural technicians translate the architect's design sketches into complete and accurate plans and drawings for construction purposes. The technician will be involved in work requiring a knowledge of drafting, construction materials, mechanical and structural systems, estimating, building codes, and specifications.

Initial employment opportunities exist with architectural and engineering firms, private utilities, contractors, and municipal governments.

Course Title				Hours Per Week			Course Title				Hours Per Week			
				Cl	Lb	Cr					Cl	Lb	Cr	
FALL - 1st Year							FALL - 2nd Year							
ARC	111	Intro to Arch Technology		1	6	3	ARC	141	Elem Structures for Arch		4	0	4	
ARC	112	Const Mats & Methods		3	2	4	ARC	212	Commercial Constr Tech		1	6	3	
ARC	250	Survey of Architecture		3	0	3	ARC	231	Arch Presentation		2	4	4	
ENG	111	Expository Writing		3	0	3	PSY	118	Interpersonal Psychology		3	0	3	
MAT	121	Algebra/Trigonometry I		2	2	3	---	---	Humanities/ Fine Arts Elective		3	0	3	
				12	10	16	(See your advisor.)				3	0	3	
												13	10	17
SPRING - 1st Year							SPRING - 2nd Year							
ARC	113	Residential Arch Tech		1	6	3	ARC	213	Design Project		2	6	4	
ARC	114	Architectural CAD		1	3	2	ARC	235	Architectural Portfolio		2	3	3	
ENG	114	Prof Research & Reporting		3	0	3	ARC	240	Site Planning		2	2	3	
MAT	122	Algebra/Trigonometry II		2	2	3	ARC	264	Digital Architecture		1	3	2	
PHY	131	Physics - Mechanics		3	2	4					7	14	12	
				10	13	15								
SUMMER - 1st Year							Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :							
ARC	131	Building Codes		2	2	3	1. One unit of algebra.							
ARC	211	Light Constr Technology		1	6	3	2. High school physics recommended.							
ARC	221	Architectural 3-D CAD		1	4	3								
ARC	230	Environmental Systems		3	3	4								
				7	15	13	TOTAL CREDIT HOURS: 73							

ARCHITECTURAL TECHNOLOGY - CAD/DIGITAL IMAGING

C 40 10 0

Certificate

Day and Evening

The CAD/Digital imaging certificate is under the Architectural Technology program of study. This certificate incorporates all of the CAD and digital classes offered as part of the Architectural Technology A.A.S. degree program. Students completing the certificate program can receive credit for their course work towards an Associate of Applied Science in Architectural Technology.

Employment opportunities might include architectural or engineering CAD operator, imaging specialist in the area of marketing and content creation, or web designer. Additional opportunities could include other disciplines requiring the use of raster and vector image manipulation.

Program Outcomes:

- Produce 2D CAD construction documents
- Create 3D digital architectural models
- Solve problems
- Produce a physical and electronic portfolio
- Work efficiently with digital technology
- Create digital movies and animations
- Use desktop publishing and photo manipulation techniques

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL							SUMMER						
ARC	114	Architectural CAD		1	3	2	ARC	114A	Architectural CAD Lab		(0)	(3)	(1)
ARC	221	Architectural 3-D CAD		<u>1</u>	<u>4</u>	<u>3</u>	AND						
				2	7	5	ARC	220	Adv Architect CAD		(1)	(3)	(2)
							OR						
SPRING							ARC	235	Architectural Portfolio		<u>2</u>	<u>3</u>	<u>3</u>
ARC	231	Arch Presentation		<u>2</u>	<u>4</u>	<u>4</u>					2	3	3
				2	4	4					(1)	(6)	(3)

TOTAL CREDIT HOURS: 12

ASSOCIATE DEGREE NURSING

A 45 10 0 Associate in Applied Science Day

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community agencies.

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
FALL ADMISSION					SPRING ADMISSION - When a spring ADN admission occurs, the following curriculum by semesters is outlined.				
FALL - 1st Year					SPRING - 1st Year				
BIO 168 Anatomy and Physiology I	3	3	0	4	BIO 168 Anatomy and Physiology I	3	3	0	4
CIS 111 Basic PC Literacy	1	2	0	2	CIS 111 Basic PC Literacy	1	2	0	2
OR					OR				
CIS 113 Computer Basics	(0)	(2)	(0)	(1)	CIS 113 Computer Basics	(0)	(2)	(0)	(1)
NUR 110 Nursing I	5	3	6	8	NUR 110 Nursing I	5	3	6	8
NUR 117 Pharmacology	1	3	0	2	NUR 117 Pharmacology	1	3	0	2
PSY 150 General Psychology	3	0	0	3	PSY 150 General Psychology	3	0	0	3
	13	11	6	19		13	11	6	19
	(12)	(11)	(6)	(18)		(12)	(11)	(6)	(18)
SPRING - 1st Year					SUMMER - 1st Year				
BIO 169 Anatomy and Physiology II	3	3	0	4	BIO 169 Anatomy and Physiology II	3	3	0	4
ENG 111 Expository Writing	3	0	0	3	NUR 120 Nursing II	5	3	6	8
NUR 120 Nursing II	5	3	6	8	PSY 241 Developmental Psych	3	0	0	3
PSY 241 Developmental Psych	3	0	0	3		11	6	6	15
	14	6	6	18					
SUMMER - 1st Year					FALL - 1st Year				
ENG 115 Oral Communication	3	0	0	3	ENG 111 Expository Writing	3	0	0	3
NUR 130 Nursing III	4	3	6	7	ENG 115 Oral Communication	3	0	0	3
	7	3	6	10	NUR 130 Nursing III	4	3	6	7
FALL - 2nd Year						10	3	6	13
NUR 210 Nursing IV	5	3	12	10	SPRING - 2nd Year				
--- --- Humanities/Fine Arts					NUR 210 Nursing IV	5	3	12	10
Elective (See your advisor.)	3	0	0	3	--- --- Humanities/Fine Arts				
	8	3	12	13	Elective (See your advisor.)	3	0	0	3
SPRING - 2nd Year						8	3	12	13
NUR 220 Nursing V	4	3	15	10					
NUR 244 Issues and Trends	2	0	0	2					
	6	3	15	12					

Continued on next page.

Course Title			Hours Per Week			
			Cl	Lb	Cn	Cr
SUMMER - 2nd Year						
No required NUR courses						
FALL - 2nd Year						
NUR	220	Nursing V	4	3	15	10
NUR	244	Issues and Trends	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			6	3	15	12

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Completion of high school or college credits in biology and algebra.
2. Written recommendations completed on the college approved form.
3. Current cardiopulmonary resuscitation certification at the health care provider level.
4. Completion of program orientation requirements.
5. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
6. Completion of the *Forsyth Tech Student Medical Form*.

Program Information:

In addition to traditional classroom instruction, students may also receive curriculum content through a variety of delivery technologies, including the Internet. Students who do not have personal computers with Internet access may use the computers in the College nursing laboratory and the Learning Center.

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. A grade of C or better is required in all nursing (NUR) courses or the student will be dismissed. Re-admission may be possible but requires re-application and approval by the College.

TOTAL CREDIT HOURS: 71 - 72

ASSOCIATE IN ARTS (College Transfer)

A 10 10 0

Associate in Arts

Day and Evening

The Associate in Arts curriculum is designed to transfer to bachelor's degree programs at senior colleges and universities. The course work includes composition and literature, humanities, mathematics, natural and social sciences, and physical education. Students who receive a grade average of C or better in each course are able to transfer these credits to a senior college or university and complete a bachelor's degree. The Associate in Arts curriculum concentrates on the humanities and social sciences and is recommended for those students who plan to continue with a bachelor's degree in one of these areas.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
GENERAL EDUCATION CORE	44			HIS 131 American History I	3	0	3
<i>(See 1 through 5 below.)</i>				HIS 132 American History II	3	0	3
1. English6			POL 120 American Government	3	0	3
ENG 111 Expository Writing				PSY 150 General Psychology	3	0	3
(required)	3	0	3	PSY 241 Developmental Psych	3	0	3
ENG 112 Argument-Based Research	3	0	3	SOC 210 Introduction to Sociology	3	0	3
				SOC 213 Sociology of the Family	3	0	3
2. Humanities/Fine Arts	12			4. Natural Sciences8		
<i>Select 4 courses from at least 3 disciplines.</i>				<i>Select two courses, including accompanying</i>			
<i>At least 1 literature course required.</i>				<i>laboratory work, from the list below.</i>			
ART 111 Art Appreciation	3	0	3	AST 111 Descriptive Astronomy	3	0	3
ENG 231 American Literature I	3	0	3	AST 111A Descriptive Astronomy Lab	0	2	1
ENG 232 American Literature II	3	0	3	BIO 110 Principles of Biology	3	3	4
ENG 241 British Literature I	3	0	3	BIO 111 General Biology I	3	3	4
ENG 242 British Literature II	3	0	3	BIO 112 General Biology II	3	3	4
FRE 111 Elementary French I	3	0	3	CHM 131 Introduction to Chemistry	3	0	3
FRE 112 Elementary French II	3	0	3	CHM 131A Intro to Chemistry Lab	0	3	1
HUM 160 Introduction to Film	2	2	3	CHM 151 General Chemistry I	3	3	4
HUM 220 Human Values and Meaning	3	0	3	CHM 152 General Chemistry II	3	3	4
MUS 110 Music Appreciation	3	0	3	PHY 110 Conceptual Physics	3	0	3
PHI 215 Philosophical Issues	3	0	3	PHY 110A Conceptual Physics Lab	0	2	1
PHI 240 Introduction to Ethics	3	0	3	5. Mathematics6		
REL 110 World Religions	3	0	3	<i>Select at least one course from list A.</i>			
SPA 111 Elementary Spanish I	3	0	3	Mathematics (A)			
SPA 112 Elementary Spanish II	3	0	3	MAT 140 Survey of Mathematics	3	0	3
				MAT 161 College Algebra	3	0	3
3. Social/Behavioral Sciences	12			<i>The other course may be selected from list B.</i>			
<i>Select 4 courses from at least 3 disciplines.</i>				Mathematics (B)			
<i>At least 1 history course required.</i>				CIS 115 Intro to Prog & Logic	2	2	3
ANT 210 General Anthropology	3	0	3	MAT 151 Statistics I	3	0	3
ANT 220 Cultural Anthropology	3	0	3	MAT 162 College Trigonometry	3	0	3
ECO 151 Survey of Economics	3	0	3	MAT 165 Finite Mathematics	3	0	3
ECO 251 Prin of Microeconomics	3	0	3				
ECO 252 Prin of Macroeconomics	3	0	3				
HIS 121 Western Civilization I	3	0	3				
HIS 122 Western Civilization II	3	0	3				

Continued on next page.

Continued from previous page.

Course Title	Hours Per Week		
	Cl	Lb	Cr
OTHER REQUIRED HOURS20-21			
<i>Select any general education and professional courses approved for college transfer. Must include:</i>			
PED 110 Fit and Well for Life	1	2	2
PED ---- Elective	*	*	1
CIS 110 Introduction to Computers	2	2	3
COM 110 Introduction to Communication	3	0	3
OR			
COM 120 Interpersonal Communication	(3)	(0)	(3)
OR			
COM 231 Public Speaking	(3)	(0)	(3)

The other 12 hours may be selected from any course not used in the 44 semester hours credit of general education core or from approved electives for the college transfer program. These courses are listed below:

ACC	120 and 121
BIO	120, 130, 163, 168, 169, 175, and 271
BUS	110 and 115
CHM	251 and 252
ENG	125, 126, 262, and 273
HIS	111, 112, 141, 151, 221, 251 and 252
HUM	110, 121, 150, 160, and 170
MAT	151A, 263, 271, 272, and 273
MUS	112
PED	113, 114, 117, 118, 120, 122, 125, 126, 127, 128, 129, 130, 132, 139, 143, 144, 145, 181, and 240
PHY	251 and 252
POL	130
PSY	281
REL	211, 212, and 221
SOC	215 and 225
SPA	161, 211, and 212

* Hours vary depending on course selection.

TOTAL CREDIT HOURS: 64 Minimum

ASSOCIATE IN ARTS (College Transfer)

A 10 10 0

Associate in Arts

Day and Evening

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
For electives, see your advisor.				FALL - 2nd Year			
FALL - 1st Year				CIS 110 Introduction to Computers	2	2	3
ENG 111 Expository Writing	3	0	3	COM 110 Introduction			
HIS 121 Western Civilization I	3	0	3	to Communication	3	0	3
MAT 140 Survey of Mathematics	3	0	3	OR			
OR				COM 120 Interpersonal Communication	(3)	(0)	(3)
MAT 161 College Algebra	(3)	(0)	(3)	OR			
PED 110 Fit and Well for Life	1	2	2	COM 231 Public Speaking	(3)	(0)	(3)
---- Humanities/Fine Arts				---- College Transfer Elective	3	0	3
Core Course	3	0	3	---- Literature Core Course	3	0	3
---- Social/Behavioral				---- Science Core Course	3	3	4
Sciences Core Course	3	0	3	OR			
16 2 17				---- Science Core Course	(3)	(2)	(4)
(16) (2)(17)				14 5 16			
				(14) (4)(16)			
SPRING - 1st Year				SPRING - 2nd Year			
ENG 112 Argument-Based Research	3	0	3	---- College Transfer Elective	3	0	3
HIS 122 Western Civilization II	3	0	3	---- College Transfer Elective	3	0	3
MAT 162 College Trigonometry	3	0	3	---- College Transfer Elective	3	0	3
---- Humanities/Fine Arts				---- Humanities/Fine Arts			
Core Course	3	0	3	Core Course	3	0	3
PED ---- Elective	0	*	1	---- Science Core Course	3	3	4
---- Social/Behavioral				OR			
Sciences Core Course	3	0	3	---- Science Core Course	(3)	(2)	(4)
15 2 16				15 3 16			
				(15) (2)(16)			

* Hours vary depending on course selection.

TOTAL CREDIT HOURS: 65

ASSOCIATE IN ARTS/PRE-MAJOR BUSINESS ADMINISTRATION
(College Transfer)

A 10 10 B

Associate in Arts

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in business administration. Students should consult with the four-year college they plan to attend for further information on admission requirements in business administration. For electives, see your advisor.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
ENG	111	Expository Writing		3	0	3	ACC	120	Prin of Accounting I		3	2	4
HIS	121	Western Civilization I		3	0	3	ECO	251	Prin of Microeconomics		3	0	3
MAT	161	College Algebra		3	0	3	PSY	150	General Psychology		3	0	3
SOC	210	Introduction to Sociology		3	0	3	----	----	Literature Core Course		3	0	3
----	----	Humanities/Fine Arts					----	----	Science Core Course		3	3	4
		Core Course		3	0	3			OR				
				15	0	15	----	----	Science Core Course		(3)	(2)	(4)
											15	5	17
											(15)	(4)	(17)
SPRING - 1st Year							SPRING - 2nd Year						
CIS	110	Introduction to Computers		2	2	3	ACC	121	Prin of Accounting II		3	2	4
ENG	112	Argument-Based Research		3	0	3	COM	231	Public Speaking		3	0	3
MAT	263	Brief Calculus		3	0	3	ECO	252	Prin of Macroeconomics		3	0	3
POL	120	American Government		3	0	3	MAT	151	Statistics I		3	0	3
----	----	Humanities/Fine Arts					MAT	151A	Statistics I Lab		0	2	1
		Core Course		3	0	3	----	----	Science Core Course		3	3	4
				14	2	15			OR				
							----	----	Science Core Course		(3)	(2)	(4)
											15	7	18
											(15)	(6)	(18)

TOTAL CREDIT HOURS: 65

ASSOCIATE IN ARTS/PRE-MAJOR CRIMINAL JUSTICE (College Transfer)

A 10 10 D

Associate in Arts

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in criminal justice. Students should consult with the four-year college they plan to attend for further information on admission requirements in criminal justice. For electives, see your advisor.

Course Title	Hours Per Week	Cl	Lb	Cr	Course Title	Hours Per Week	Cl	Lb	Cr
FALL - 1st Year					FALL - 2nd Year				
ENG 111	Expository Writing	3	0	3	CJC 111	Intro to Criminal Justice	3	0	3
HIS 121	Western Civilization I	3	0	3	POL 120	American Government	3	0	3
MAT 140	Survey of Mathematics	3	0	3	SPA 111	Elementary Spanish I	3	0	3
OR					OR				
MAT 161	College Algebra	(3)	(0)	(3)	----	Humanities/Fine Arts			
PED 110	Fit and Well for Life	1	2	2	----	Core Course	(3)	(0)	(3)
SOC 210	Introduction to Sociology	3	0	3	----	Literature Core Course	3	0	3
----	College Transfer Elective	3	0	3	----	Science Core Course	3	3	4
		16	2	17	OR				
		(16)	(2)	(17)	----	Science Core Course	(3)	(2)	(4)
					15 3 16				
					(15) (2) (16)				
SPRING - 1st Year					SPRING - 2nd Year				
CIS 110	Introduction to Computers	2	2	3	CJC 121	Law Enforcement Operations	3	0	3
COM 231	Public Speaking	3	0	3	CJC 141	Corrections	3	0	3
ENG 112	Argument-Based Research	3	0	3	SPA 112	Elementary Spanish II	3	0	3
MAT 151	Statistics I	3	0	3	OR				
MAT 151A	Statistics I Lab	0	2	1	----	Humanities/Fine Arts			
PSY 150	General Psychology	3	0	3	----	Core Course	(3)	(0)	(3)
		14	4	16	----	College Transfer Elective	3	0	3
					----	Science Core Course	3	3	4
					OR				
					----	Science Core Course	(3)	(2)	(4)
					15 3 16				
					(15) (2) (16)				

ASSOCIATE IN ARTS/PRE-MAJOR ELEMENTARY EDUCATION, MIDDLE GRADES EDUCATION, AND SPECIAL EDUCATION (College Transfer)

A 10 10 P

Associate in Arts

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in elementary education. Students should consult with the four-year college they plan to attend for further information on admission requirements in elementary education. For electives, see your advisor.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Gr			Cl	Lb	Gr
FALL - 1st Year					SPRING - 2nd Year				
ART 111	Art Appreciation	3	0	3	CHM 151	General Chemistry I	3	3	4
OR					OR				
MUS 110	Music Appreciation	(3)	(0)	(3)	PHY 110	Conceptual Physics	(3)	(0)	(3)
ENG 111	Expository Writing	3	0	3	AND				
HIS 121	Western Civilization I	3	0	3	PHY 110A	Conceptual Physics Lab	(0)	(2)	(1)
MAT 140	Survey of Mathematics	3	0	3	ENG 231	American Literature I	3	0	3
PED 110	Fit and Well for Life	1	2	2	OR				
PSY 150	General Psychology	3	0	3	ENG 232	American Literature II	(3)	(0)	(3)
		16	2	17	HIS 131	American History I	3	0	3
		(16) (2)(17)			OR				
SPRING - 1st Year					HIS 132	American History II	(3)	(0)	(3)
COM 231	Public Speaking	3	0	3	PSY 281	Abnormal Psychology	3	0	3
ENG 112	Argument-Based Research	3	0	3	---	---	Humanities/Fine Arts		
HIS 122	Western Civilization II	3	0	3	Core Course		3	0	3
MAT 161	College Algebra	3	0	3			15	3	16
PED ---	Elective	0	*	1			(15) (2)(16)		
SOC 210	Introduction to Sociology	3	0	3	* Hours vary depending on course selection.				
		17	*	16	TOTAL CREDIT HOURS: 65				
FALL - 2nd Year									
BIO 111	General Biology	3	3	4					
CIS 110	Introduction to Computers	2	2	3					
ENG 231	American Literature I	3	0	3					
OR									
ENG 232	American Literature II	(3)	(0)	(3)					
HIS 131	American History I	3	0	3					
OR									
HIS 132	American History II	(3)	(0)	(3)					
PSY 241	Developmental Psych	3	0	3					
		14	5	16					
		(14) (5)(16)							

ASSOCIATE IN ARTS/PRE-MAJOR ENGLISH (College Transfer)

A 10 10 E

Associate in Arts

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in English. Students should consult with the four-year college they plan to attend for further information on admission requirements in English. For electives, see your advisor.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year						FALL - 2nd Year					
CIS	110	Introduction to Computers	2	2	3	ENG	231	American Literature I	3	0	3
ENG	111	Expository Writing	3	0	3	OR					
FRE	111	Elementary French I	3	0	3	ENG	241	British Literature I	(3)	(0)	(3)
OR						PSY	150	General Psychology	3	0	3
SPA	111	Elementary Spanish I	(3)	(0)	(3)	---	---	College Transfer Elective	3	0	3
HIS	121	Western Civilization I	3	0	3	---	---	Science Core Course	3	2	4
MAT	140	Survey of Mathematics	3	0	3	OR					
OR						---	---	Science Core Course	(3)	(3)	(4)
MAT	161	College Algebra	(3)	(0)	(3)	Select one of the following:					
PED	110	Fit and Well for Life	<u>1</u>	<u>2</u>	<u>2</u>	MUS	110	Music Appreciation	3	0	3
			15	4	17	PHI	215	Philosophical Issues	(3)	(0)	(3)
			(15)	(4)	(17)	PHI	240	Introduction to Ethics	(3)	(0)	(3)
									15	2	16
									(15)	(3)	(16)
SPRING - 1st Year						SPRING - 2nd Year					
ENG	112	Argument-Based Research	3	0	3	COM	231	Public Speaking	3	0	3
FRE	112	Elementary French II	3	0	3	ENG	232	American Literature II	3	0	3
OR						OR					
SPA	112	Elementary Spanish II	(3)	(0)	(3)	ENG	242	British Literature II	(3)	(0)	(3)
HIS	122	Western Civilization II	3	0	3	---	---	College Transfer Elective	3	0	3
MAT	151	Statistics I	3	0	3	---	---	Science Core Course	3	2	4
AND						OR					
MAT	151A	Statistics I Lab	0	2	1	---	---	Science Core Course	(3)	(3)	(4)
OR						---	---	Social/Behavioral			
MAT	162	College Trigonometry	(3)	(0)	(3)			Science Core Course	3	0	3
SOC	210	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>3</u>				15	2	16
			15	2	16				(15)	(3)	(16)
			(15)	(0)	(15)						

TOTAL CREDIT HOURS: 64 - 65

ASSOCIATE IN ARTS/PRE-MAJOR HISTORY (College Transfer)

A 10 10 H

Associate in Arts

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in history. Students should consult with the four-year college they plan to attend for further information on admission requirements in history. For electives, see your advisor.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
COM	231	Public Speaking		3	0	3	HIS	131	American History I		3	0	3
ENG	111	Expository Writing		3	0	3	POL	120	American Government		3	0	3
HIS	121	Western Civilization I		3	0	3	----	----	College Transfer Elective		3	0	3
MAT	140	Survey of Mathematics		3	0	3	----	----	Literature Core Course		3	0	3
OR							----	----	Science Core Course		3	2	4
MAT	161	College Algebra		(3)	(0)	(3)	OR						
PED	110	Fit and Well for Life		1	2	2	----	----	Science Core Course		(3)	(3)	(4)
----	----	Social/Behavioral									15	2	16
		Sciences Core Course		3	0	3					(15)	(3)	(16)
				16	2	17							
				(16)	(2)	(17)	SPRING - 2nd Year						
SPRING - 1st Year							ART	111	Art Appreciation		3	0	3
ENG	112	Argument-Based Research		3	0	3	CIS	110	Introduction to Computers		2	2	3
HIS	122	Western Civilization II		3	0	3	HIS	132	American History II		3	0	3
MAT	151	Statistics I		3	0	3	----	----	College Transfer Elective		3	0	3
AND							----	----	Science Core Course		3	2	4
MAT	151A	Statistics I Lab		0	2	1	OR						
OR							----	----	Science Core Course		(3)	(3)	(4)
MAT	162	College Trigonometry		(3)	(0)	(3)					14	4	16
----	----	Humanities/Fine Arts									(14)	(5)	(16)
		Core Course		3	0	3							
----	----	Social/Behavioral											
		Sciences Core Course		3	0	3							
				15	2	16							
				(15)	(0)	(15)							
TOTAL CREDIT HOURS: 64 - 65													

ASSOCIATE IN ARTS/PRE-MAJOR NURSING (College Transfer)

A 10 10 I

Associate in Arts

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in nursing. Students should consult with the four-year college they plan to attend for further information on admission requirements in nursing. For electives, see your advisor.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year						FALL - 2nd Year					
CHM	151	General Chemistry I	3	3	4	BIO	168	Anatomy and Physiology I	3	3	4
COM	231	Public Speaking	3	0	3	CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3	PSY	241	Developmental Psych	3	0	3
MAT	161	College Algebra	3	0	3	SOC	210	Introduction to Sociology	3	0	3
---	---	History Core Course	3	0	3	---	---	Literature Core Course	3	0	3
			15	3	16				14	5	16
SPRING - 1st Year						SPRING - 2nd Year					
CHM	152	General Chemistry II	3	3	4	BIO	169	Anatomy and Physiology II	3	3	4
ENG	112	Argument-Based Research	3	0	3	BIO	175	General Microbiology	2	2	3
MAT	151	Statistics I	3	0	3	PSY	281	Abnormal Psychology	3	0	3
AND						SOC	213	Sociology of the Family	3	0	3
MAT	151A	Statistics I Lab	0	2	1	---	---	Humanities/Fine Arts			
PSY	150	General Psychology	3	0	3			Core Course	3	0	3
---	---	Humanities/Fine Arts							14	5	16
		Core Course	3	0	3						
			15	5	17	TOTAL CREDIT HOURS: 65					

ASSOCIATE IN ARTS/PRE-MAJOR PHYSICAL EDUCATION (College Transfer)

A 10 10 J

Associate in Arts

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in physical education. Students should consult with the four-year college they plan to attend for further information on admission requirements in physical education. For electives, see your advisor.

Course Title				Hours Per Week				Course Title				Hours Per Week			
				Cl	Lb	Cr						Cl	Lb	Cr	
FALL - 1st Year								FALL - 2nd Year							
ENG	111	Expository Writing		3	0	3		BIO	111	General Biology I		3	3	4	
HIS	121	Western Civilization I		3	0	3		CIS	110	Introduction to Computers		2	2	3	
MAT	161	College Algebra		3	0	3		FRE	111	Elementary French I		3	0	3	
PED	110	Fit and Well for Life		1	2	2		OR							
----	----	College Transfer Elective		3	0	3		SPA	111	Elementary Spanish I	(3)	(0)	(3)		
----	----	Humanities/Fine Arts						PED	----	Elective	0	*	1		
		Core Course		3	0	3		----	----	Literature Core Course	3	0	3		
				16	2	17		----	----	Social/Behavioral					
SPRING - 1st Year										Sciences Core Course	3	0	3		
ENG	112	Argument-Based Research		3	0	3					16	5+	17		
MAT	151	Statistics I		3	0	3					(16)(5+)(17)				
AND								SPRING - 2nd Year							
MAT	151A	Statistics I Lab		0	2	1		BIO	112	General Biology II		3	3	4	
PED	----	Elective		0	*	1		COM	231	Public Speaking		3	0	3	
PSY	150	General Psychology		3	0	3		FRE	112	Elementary French II		3	0	3	
----	----	College Transfer Elective		3	0	3		OR							
----	----	Humanities/Fine Arts						SPA	112	Elementary Spanish II	(3)	(0)	(3)		
		Core Course		3	0	3		PED	----	Elective	0	*	1		
				17	2+	17		----	----	Social/Behavioral					
										Sciences Core Course	3	0	3		
											14	3+	14		
											(14)(3+)(14)				

* Hours vary depending on course selection.

TOTAL CREDIT HOURS: 65

ASSOCIATE IN ARTS/PRE-MAJOR PSYCHOLOGY (College Transfer)

A 10 10 L

Associate in Arts

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in psychology. Students should consult with the four-year college they plan to attend for further information on admission requirements in psychology. For electives, see your advisor.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
ENG	111	Expository Writing		3	0	3	BIO	111	General Biology I		3	3	4
HIS	121	Western Civilization I		3	0	3	PSY	241	Developmental Psych		3	0	3
MAT	161	College Algebra		3	0	3	SPA	111	Elementary Spanish I		3	0	3
PED	110	Fit and Well for Life		1	2	2	----	----	College Transfer Elective		3	0	3
PSY	150	General Psychology		3	0	3	----	----	Literature Core Course		3	0	3
----	----	College Transfer Elective		3	0	3					15	3	16
				16	2	17							
SPRING - 1st Year							SPRING - 2nd Year						
CIS	110	Introduction to Computers		2	2	3	BIO	112	General Biology II		3	3	4
ENG	112	Argument-Based Research		3	0	3	COM	231	Public Speaking		3	0	3
HIS	122	Western Civilization II		3	0	3	PSY	281	Abnormal Psychology		3	0	3
MAT	151	Statistics I		3	0	3	SPA	112	Elementary Spanish II		3	0	3
		AND					----	----	College Transfer Elective		3	0	3
MAT	151A	Statistics I Lab		0	2	1					15	3	16
SOC	210	Introduction to Sociology		3	0	3							
				14	4	16							
							TOTAL CREDIT HOURS: 65						

ASSOCIATE IN ARTS/PRE-MAJOR SOCIAL WORK (College Transfer)

A 10 10 Q

Associate in Arts

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in social work. Students should consult with the four-year college they plan to attend for further information on admission requirements in social work. For electives, see your advisor.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year						FALL - 2nd Year					
ENG	111	Expository Writing	3	0	3	BIO	111	General Biology I	3	3	4
HIS	121	Western Civilization I	3	0	3	CIS	110	Introduction to Computers	2	2	3
MAT	161	College Algebra	3	0	3	POL	120	American Government	3	0	3
PED	110	Fit and Well for Life	1	2	2	----	----	Literature Core Course	3	0	3
SOC	210	Introduction to Sociology	3	0	3	<i>Select one of the following:</i>					
----	----	Humanities/Fine Arts				ANT	210	General Anthropology	3	0	3
		Core Course	3	0	3	ECO	151	Survey of Economics	(3)	(0)	(3)
			16	2	17	HIS	132	American History II	(3)	(0)	(3)
						SPA	111	Elementary Spanish I	(3)	(0)	(3)
									14	5	16
SPRING - 1st Year						SPRING - 2nd Year					
ENG	112	Argument-Based Research	3	0	3	BIO	112	General Biology II	3	3	4
HIS	122	Western Civilization II	3	0	3	COM	231	Public Speaking	3	0	3
MAT	151	Statistics I	3	0	3	PSY	241	Developmental Psych	3	0	3
		AND				OR					
MAT	151A	Statistics I Lab	0	2	1	PSY	281	Abnormal Psychology	(3)	(0)	(3)
PSY	150	General Psychology	3	0	3	----	----	College Transfer Elective	3	0	3
----	----	Humanities/Fine Arts				<i>Select one of the following:</i>					
		Core Course	3	0	3	ANT	220	Cultural Anthropology	3	0	3
			15	2	16	ECO	251	Prin of Microeconomics	(3)	(0)	(3)
						ECO	252	Prin of Macroeconomics	(3)	(0)	(3)
						SPA	112	Elementary Spanish II	(3)	(0)	(3)
									15	3	16
									(15)	(3)	(16)

TOTAL CREDIT HOURS: 65

ASSOCIATE IN ARTS/PRE-MAJOR SOCIOLOGY (College Transfer)

A 10 10 N

Associate in Arts

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in sociology. Students should consult with the four-year college they plan to attend for further information on admission requirements in sociology. For electives, see your advisor.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year						FALL - 2nd Year					
ENG	111	Expository Writing	3	0	3	---	---	Literature Core Course	3	0	3
HIS	121	Western Civilization I	3	0	3	---	---	Science Core Course	3	2	4
MAT	140	Survey of Mathematics	3	0	3	OR					
OR						---	---	Science Core Course	(3)	(3)	(4)
MAT	161	College Algebra	(3)	(0)	(3)	---	---	College Transfer Elective	3	0	3
PED	110	Fit and Well for Life	1	2	2	---	---	College Transfer Elective	3	0	3
SOC	210	Introduction to Sociology	3	0	3	<i>Select one of the following:</i>					
---	---	Humanities/Fine Arts				ANT	210	General Anthropology	3	0	3
		Core Course	3	0	3	ECO	251	Prin of Microeconomics	(3)	(0)	(3)
			16	2	17	ECO	252	Prin of Macroeconomics	(3)	(0)	(3)
			(16)	(2)	(17)	POL	120	American Government	(3)	(0)	(3)
SPRING - 1st Year						PSY	150	General Psychology	(3)	(0)	(3)
COM	231	Public Speaking	3	0	3						
ENG	112	Argument-Based Research	3	0	3						
MAT	151	Statistics I	3	0	3	SPRING - 2nd Year					
AND						CIS	110	Introduction to Computers	2	2	3
MAT	151A	Statistics I Lab	0	2	1	---	---	College Transfer Elective	3	0	3
SOC	213	Sociology of the Family	3	0	3	---	---	College Transfer Elective	3	0	3
---	---	College Transfer Elective	3	0	3	---	---	Humanities/Fine Arts			
			15	2	16			Core Course	3	0	3
						---	---	Science Core Course	3	2	4
						OR					
						---	---	Science Core Course	(3)	(3)	(4)
									14	4	16
									(14)	(5)	(16)

TOTAL CREDIT HOURS: 65

ASSOCIATE IN SCIENCE (College Transfer)

A 10 40 0

Associate in Science

Day and Evening

The College Transfer curriculum is designed to offer students an opportunity to take the first two years of a liberal arts college curriculum. The course work includes composition and literature, humanities, mathematics, natural and social sciences, and physical education. Students who maintain a grade average of C or better should be able to transfer these credits to a senior college or university and complete a bachelor's degree. The Associate in Science curriculum concentrates on mathematics and the physical and life sciences and is recommended for those students who plan to continue with a bachelor's degree in one of these areas.

Course Title				Hours Per Week				Course Title				Hours Per Week			
				Cl	Lb	Cr						Cl	Lb	Cr	
GENERAL EDUCATION CORE44								HIS 122	Western Civilization II	3	0	3			
<i>(See 1 through 5 below.)</i>								HIS 131	American History I	3	0	3			
								HIS 132	American History II	3	0	3			
1. English6								POL 120	American Government	3	0	3			
ENG 111	Expository Writing							PSY 150	General Psychology	3	0	3			
	(required)	3	0	3				PSY 241	Developmental Psych	3	0	3			
ENG 112	Argument-Based Research	3	0	3				SOC 210	Introduction to Sociology	3	0	3			
								SOC 213	Sociology of the Family	3	0	3			
2. Humanities/Fine Arts12								4. Natural Sciences8							
<i>Select 4 courses from at least 3 disciplines.</i>								<i>Select a two-course sequence in general biology, general chemistry, or general physics.</i>							
<i>At least 1 literature course required.</i>								BIO 111	General Biology I	3	3	4			
ART 111	Art Appreciation	3	0	3				BIO 112	General Biology II	3	3	4			
ENG 231	American Literature I	3	0	3				CHM 151	General Chemistry I	3	3	4			
ENG 232	American Literature II	3	0	3				CHM 152	General Chemistry II	3	3	4			
ENG 241	British Literature I	3	0	3				PHY 251	General Physics I	4	3	5			
ENG 242	British Literature II	3	0	3				PHY 252	General Physics II	3	3	4			
FRE 111	Elementary French I	3	0	3				5. Mathematics6							
FRE 112	Elementary French II	3	0	3				<i>Select from list A, at least one course in mathematics at the precalculus algebra level or above. The other course may be selected from list B.</i>							
HUM 160	Introduction to Film	2	2	3				Mathematics (A)							
HUM 220	Human Values and Meaning	3	0	3				MAT 175	Precalculus	4	0	4			
MUS 110	Music Appreciation	3	0	3				MAT 271	Calculus I	3	2	4			
PHI 215	Philosophical Issues	3	0	3				Mathematics (B)							
PHI 240	Introduction to Ethics	3	0	3				MAT 151	Statistics I	3	0	3			
REL 110	World Religions	3	0	3				MAT 272	Calculus II	3	2	4			
SPA 111	Elementary Spanish I	3	0	3				OTHER REQUIRED HOURS20-21							
SPA 112	Elementary Spanish II	3	0	3				Other required courses are the following for a total of 6 hours:							
3. Social/Behavioral Sciences12															
<i>Select 4 courses from at least 3 disciplines.</i>															
<i>At least 1 history course required.</i>															
ANT 210	General Anthropology	3	0	3											
ANT 220	Cultural Anthropology	3	0	3											
ECO 151	Survey of Economics	3	0	3											
ECO 251	Prin of Microeconomics	3	0	3											
ECO 252	Prin of Macroeconomics	3	0	3											
HIS 121	Western Civilization I	3	0	3											

Continued on next page.

Continued from previous page.

Course Title			Hours Per Week		
			Cl	Lb	Cr
COM 110	Introduction to Communication		3	0	3
	OR				
COM 120	Interpersonal Communication		(3)	(0)	(3)
	OR				
COM 231	Public Speaking		(3)	(0)	(3)
PED 110	Fit and Well for Life		1	2	2
PED ----	Elective		0	*	1

At least 14 hours must be taken from the list below. Any course not used to satisfy the general education core in mathematics and natural sciences may be used here.

- BIO 120, 130, 163, 168, 169, and 175
- CIS 110 and 115
- CHM 251 and 252
- CSC 134
- MAT 151A, 175A, 263, 273, and 285

*Hours vary depending on course selection.

TOTAL CREDIT HOURS: 64 Minimum

ASSOCIATE IN SCIENCE (College Transfer)

A 10 40 0

Associate in Science

Day and Evening

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
For electives, see your advisor.				FALL - 2nd Year			
				PED 110	Fit and Well for Life	1	2 2
				----	Humanities/Fine Arts		
FALL - 1st Year					Core Course	3	0 3
CHM 151	General Chemistry I	3	3 4	----	Literature Core Course	3	0 3
ENG 111	Expository Writing	3	0 3	----	Science Core Course	3	3 4
HIS 121	Western Civilization I	3	0 3		OR		
MAT 175	Precalculus	4	0 4		Science Core Course	(3)	(2) (4)
MAT 175A	Precalculus Lab	0	2 1	----	Social/Behavioral Sciences		
COM ----	Elective	3	0 3	----	Core Course (Not History)	3	0 3
		16	5 18			13	5 15
						(13)	(4)(15)
SPRING - 1st Year							
CHM 152	General Chemistry II	3	3 4				
ENG 112	Argument-Based Research	3	0 3	SPRING - 2nd Year			
HIS 122	Western Civilization II	3	0 3	PED ----	Elective	0	* 1
MAT 271	Calculus I	3	2 4	----	Humanities/Fine Arts		
----	Humanities/Fine Arts				Core Course	3	0 3
	Core Course	3	0 3	----	Math/Science Elective	3	2 4
		15	5 17	----	Math/Science Elective	3	2 4
				----	Social/Behavioral		
					Sciences Core Course	3	0 3
						12	6+ 15

*Hours vary depending on course selection.

TOTAL CREDIT HOURS: 65

ASSOCIATE IN SCIENCE/PRE-MAJOR BIOLOGY AND BIOLOGY EDUCATION (College Transfer)

A 10 40 A

Associate in Science

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in biology. Students should consult with the four-year college they plan to attend for further information on admission requirements in biology. See your advisor about electives.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year						FALL - 2nd Year					
BIO 111	General Biology I		3	3	4	PED 110	Fit and Well for Life		1	2	2
CHM 151	General Chemistry I		3	3	4	----	Humanities/Fine Arts				
ENG 111	Expository Writing		3	0	3		Core Course		3	0	3
MAT 175	Precalculus		4	0	4	----	Literature Core Course		3	0	3
MAT 175A	Precalculus Lab		0	2	1	----	Math/Science Elective		3	2	4
			13	8	16		OR				
						----	Math/Science Elective		(3)	(3)	(4)
						----	Social/Behavioral				
							Sciences Core Course		3	0	3
									13	4	15
									(13)	(5)	(15)
SPRING - 1st Year						SPRING - 2nd Year					
BIO 112	General Biology II		3	3	4	BIO 130	Introductory Zoology		3	3	4
CHM 152	General Chemistry II		3	3	4	COM 231	Public Speaking		3	0	3
ENG 112	Argument-Based Research		3	0	3	----	Humanities/Fine Arts				
MAT 271	Calculus I		3	2	4		Core Course		3	0	3
----	History Core Course		3	0	3	----	Social/Behavioral				
			15	8	18		Sciences Core Course		3	0	3
						----	Social/Behavioral				
							Sciences Core Course		3	0	3
									15	3	16

TOTAL CREDIT HOURS: 65

ASSOCIATE IN SCIENCE/PRE-MAJOR CHEMISTRY AND CHEMISTRY EDUCATION (College Transfer)

A 10 40 B

Associate in Science

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in chemistry. Students should consult with the four-year college they plan to attend for further information on admission requirements in chemistry. See your advisor about electives.

Course Title			Hours Per Week			Course Title			Hours Per Week			
			Cl	Lb	Cr				Cl	Lb	Cr	
FALL - 1st Year						FALL - 2nd Year						
CHM	151	General Chemistry I	3	3	4	CHM	251	Organic Chemistry I	3	3	4	
COM	231	Public Speaking	3	0	3	PED	110	Fit and Well for Life	1	2	2	
ENG	111	Expository Writing	3	0	3	PHY	251	General Physics I	3	3	4	
MAT	271	Calculus I	3	2	4	---	---	Literature Core Course	3	0	3	
---	---	History Core Course	3	0	3	---	---	Social/Behavioral				
			15	5	17				Sciences Core Course	3	0	3
									13	8	16	
SPRING - 1st Year						SPRING - 2nd Year						
CHM	152	General Chemistry II	3	3	4	CHM	252	Organic Chemistry II	3	3	4	
ENG	112	Argument-Based Research	3	0	3	PHY	252	General Physics II	3	3	4	
MAT	272	Calculus II	3	2	4	PED	---	Elective	0	*	1	
PSY	150	General Psychology	3	0	3	---	---	Humanities/Fine Arts				
---	---	Humanities/Fine Arts				---	---	Core Course	3	0	3	
			3	0	3	---	---	Social/Behavioral				
			15	5	17				Sciences Core Course	3	0	3
									12	8+	15	

*Hours vary depending on course selection.

TOTAL CREDIT HOURS: 65

ASSOCIATE IN SCIENCE/PRE-MAJOR ENGINEERING (College Transfer)

A 10 40 D

Associate in Science

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in engineering. Students should consult with the four-year college they plan to attend for further information on admission requirements in engineering. See your advisor about electives.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
CHM 151	General Chemistry I	3	3	4			CSC 134	C++ Programming	2	3	3		
ENG 111	Expository Writing	3	0	3			MAT 273	Calculus III	3	2	4		
HIS 121	Western Civilization I	3	0	3			PHY 251	General Physics I	3	3	4		
MAT 271	Calculus I	3	2	4			ECO 251	Prin of Microeconomics	3	0	3		
----	Humanities/Fine Arts						OR						
	Core Course	3	0	3			ECO 252	Prin of Macroeconomics	(3)	(0)	(3)		
		15	5	17			----	Literature Core Course	3	0	3		
									14	8	17		
									(14)	(8)	(17)		
SPRING - 1st Year							SPRING - 2nd Year						
CHM 152	General Chemistry II	3	3	4			COM 231	Public Speaking	3	0	3		
ENG 112	Argument-Based Research	3	0	3			MAT 285	Differential Equations	3	0	3		
HIS 122	Western Civilization II	3	0	3			PHY 252	General Physics II	3	3	4		
MAT 272	Calculus II	3	2	4			PSY 150	General Psychology	3	0	3		
----	Humanities/Fine Arts								12	3	13		
	Core Course	3	0	3									
		15	5	17									

TOTAL CREDIT HOURS: 64

ASSOCIATE IN SCIENCE/PRE-MAJOR MATHEMATICS (College Transfer)

A 10 40 E

Associate in Science

Day and Evening

This program of study is designed for students intending to pursue a Bachelor's degree in mathematics. Students should consult with the four-year college they plan to attend for further information on admission requirements in mathematics. See your advisor about electives.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
CSC	134	C++ Programming		2	3	3	MAT	272	Calculus II		3	2	4
ENG	111	Expository Writing		3	0	3	PED	110	Fit and Well for Life		1	2	2
MAT	175	Precalculus		4	0	4	PHY	251	General Physics I		3	3	4
MAT	175A	Precalculus Lab		0	2	1	---	---	Literature Core Course		3	0	3
---	---	History Core Course		3	0	3	---	---	Social/Behavioral				
---	---	Humanities/Fine Arts							Sciences Core Course		3	0	3
		Core Course		3	0	3					13	7	16
				15	5	17							
SPRING - 1st Year							SPRING - 2nd Year						
ENG	112	Argument-Based Research		3	0	3	COM	231	Public Speaking		3	0	3
MAT	271	Calculus I		3	2	4	MAT	273	Calculus III		3	2	4
---	---	Humanities/Fine Arts					MAT	285	Differential Equations		3	0	3
		Core Course		3	0	3	PED	---	Elective		0	*	1
---	---	Social/Behavioral					PHY	252	General Physics II		3	3	4
		Sciences Core Course		3	0	3					12	7+	15
---	---	Social/Behavioral											
		Sciences Core Course		3	0	3							
				15	2	16							
							*Hours vary depending on course selection.						
							TOTAL CREDIT HOURS: 64						

AUTOBODY REPAIR

D 60 10 0

Diploma

Day

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, mig welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL					SUMMER				
AUB 111	Painting & Refinishing I	2	6	4	AUB 114	Special Finishes	1	2	2
AUB 121	Non-Structural Damage I	1	4	3	AUB 150	Automotive Detailing	1	3	2
AUB 131	Structural Damage I	2	4	4	AUB 162	Autobody Estimating	1	2	2
AUB 134	Autobody MIG Welding	1	4	3			3	7	6
AUB 136	Plastics & Adhesives	1	4	3	TOTAL CREDIT HOURS: 42				
AUB 160	Body Shop Operations	1	0	1					
MAT 101	Applied Mathematics I	2	2	2					
		10	24	21					
SPRING									
AUB 112	Painting & Refinishing II	2	6	4					
AUB 122	Non-Structural Damage II	2	6	4					
AUB 132	Structural Damage II	2	6	4					
ENG 101	Applied Communications I	2	0	2					
		9	18	15					

AUTOBODY REPAIR

C 60 10 0

Certificate

Day and Evening

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, mig welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL						SPRING					
AUB 111	Painting & Refinishing I		2	6	4	AUB 112	Painting & Refinishing II		2	6	4
AUB 121	Non-Structural Damage I		<u>1</u>	<u>4</u>	<u>3</u>	AUB 131	Structural Damage I		<u>2</u>	<u>4</u>	<u>4</u>
			3	10	7				4	10	8

TOTAL CREDIT HOURS: 15

AUTOMATION/ROBOTICS TECHNOLOGY

A 40 12 0

Associate in Applied Science

Day and Evening

The Automation/Robotics curriculum is designed to prepare technicians to install, program, operate, maintain, service and repair automated manufacturing systems, including robots.

The course of study will include fundamentals of mechanical, electrical, and electronic technology with specific application of robots, controlling devices, and electromechanical equipment in automated manufacturing systems.

The graduate of this curriculum will be prepared for employment in industries that utilize robots and other electromechanical devices in automated manufacturing.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
CIS	111	Basic PC Literacy		1	2	2	ATR	211	Robot Programming		2	3	3
EGR	131	Intro to Electronics Tech		1	2	2	ATR	213	Programmable Controllers		3	3	4
ELC	131	DC/AC Circuit Analysis		4	3	5	ATR	215	Sensors and Transducers		2	3	3
ELC	131A	DC/AC Circuit Analysis Lab		0	3	1	HYD	110	Hydraulics/Pneumatics I		2	3	3
ENG	111	Expository Writing		3	0	3					9	12	13
MAT	121	Algebra/Trigonometry I		2	2	3							
				11	12	16							
SPRING - 1st Year							SPRING - 2nd Year						
ELN	131	Electronic Devices		3	3	4	ATR	214	Advanced PLCs		3	3	4
ENG	114	Prof Research & Reporting		3	0	3	ATR	218	Comp Intg Manufacturing		2	3	3
MAT	122	Algebra/Trigonometry II		2	2	3	ATR	219	Auto Sys Troubleshooting		1	3	2
PHY	131	Physics - Mechanics		3	2	4	EGR	285	Design Project		0	4	2
PSY	118	Interpersonal Psychology		3	0	3	---	---	Humanities/Fine Arts Elective				
				14	7	17			(See your advisor.)		3	0	3
											9	13	14
SUMMER - 1st Year							Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :						
ATR	112	Intro to Automation		2	3	3	1. One unit of algebra.						
ELN	132	Linear IC Applications		3	3	4	2. High school physics recommended.						
ELN	133	Digital Electronics		3	3	4							
				8	9	11	TOTAL CREDIT HOURS: 71						

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. One unit of algebra.
2. High school physics recommended.

TOTAL CREDIT HOURS: 71

AUTOMATION/ROBOTICS TECHNOLOGY

C 40 12 0

Certificate

Day and Evening

This certificate program is designed to provide students with the knowledge to install, program and troubleshoot programmable controllers. An Associate degree in an electronics based program, or enough industrial experience to provide basic understanding of electricity and industrial controls will be required. If academic credentials are not provided, a proficiency test will be given.

This certificate will be offered simultaneously during the daytime and evening. The classes will be synchronized so that students could attend either the daytime or evening class depending on their work schedule.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL					SPRING				
ATR 213	Programmable Controllers	3	3	4	ATR 214	Advanced PLCs	3	3	4
ATR 215	Sensors and Transducers	2	3	3	ATR 219	Auto Sys Troubleshooting	1	3	2
		5	6	7			4	6	6

TOTAL CREDIT HOURS: 13

AUTOMOTIVE SYSTEMS TECHNOLOGY

A 60 16 0

Associate in Applied Science

Day

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/ transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Course Title					Hours Per Week				Course Title					Hours Per Week			
					Cl	Lb	Cn	Cr						Cl	Lb	Cn	Cr
FALL - 1st Year									FALL - 2nd Year								
AUT	110	Intro to Auto Technology			2	2	0	3	AUT	164	Automotive Electronics	2	2	0	3		
AUT	151	Brake Systems			2	2	0	3	AUT	231	Manual Drive Trains/ Axles		2	3	0	3	
AUT	152	Brake Systems Lab			0	2	0	1	AUT	232	Manual Dr Trains/ Axles Lab		0	3	0	1	
MAT	115	Mathematical Models			2	2	0	3									
PHY	122	Applied Physics II			3	2	0	4	COE	112	Co-op Work Experience I		0	0	20	2	
					9	10	0	14	ENG	111	Expository Writing		3	0	0	3	
													7	8	20	12	
SPRING - 1st Year									SPRING - 2nd Year								
AUT	115	Engine Fundamentals			2	3	0	3	AUT	162	Chasis Elect & Electronics		2	2	0	3	
AUT	116	Engine Repair			1	3	0	2	AUT	221	Automatic Transmissions		2	6	0	4	
AUT	141	Suspension & Steering Sys			2	4	0	4	AUT	281	Adv Engine Performance		2	2	0	3	
AUT	161	Electrical Systems			2	6	0	4	COE	122	Co-op Work Experience II		0	0	20	2	
PSY	118	Interpersonal Psychology			3	0	0	3	ENG	115	Oral Communication		3	0	0	3	
					10	16	0	16					9	10	20	15	
SUMMER - 1st Year									Program Information:								
AUT	171	Heating & Air Conditioning			2	3	0	3	The automotive systems technology program at Forsyth Tech is certified by the National Automotive Technician Education Foundation (NATEF) beginning the 2002-2003 academic year. Per NATEF recommendations, students should be prepared to purchase his/her own								
AUT	181	Engine Performance- Electrical			2	3	0	3									
AUT	183	Engine Performance- Fuels			2	3	0	3									
----	----	Humanities/Fine Arts Elective			3	0	0	3									
					9	9	0	12									

AUTOMOTIVE SYSTEMS TECHNOLOGY

A 60 16 0

Associate in Applied Science

Evening

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Course Title		Hours Per Week				Course Title		Hours Per Week			
		Cl	Lb	Ca	Cr			Cl	Lb	Ca	Cr
FALL - 1st Year						SUMMER - 2nd Year					
AUT 110	Intro to Auto Technology	2	2	0	3	AUT 181	Engine Performance-Electrical	2	3	0	3
AUT 151	Brake Systems	2	2	0	3	AUT 183	Engine Performance-Fuels	2	3	0	3
AUT 152	Brake Systems Lab	4	6	0	7			4	6	0	6
SPRING - 1st Year						FALL - 3rd Year					
AUT 141	Suspension & Steering Sys	2	4	0	4	AUT 162	Chasis Elect & Electronics	2	2	0	3
MAT 115	Mathematical Models	4	6	0	7	AUT 164	Automotive Electronics	2	2	0	3
						PSY 118	Interpersonal Psychology	3	0	0	3
								7	4	0	9
SUMMER - 1st Year						SPRING - 3rd Year					
AUT 115	Engine Fundamentals	2	3	0	3	AUT 231	Manual Drive Trains/Axles	2	3	0	3
AUT 116	Engine Repair	3	6	0	5	AUT 232	Manual Dr Trains/Axles Lab	0	3	0	1
FALL - 2nd Year						---	Humanities/Fine Arts Elective	3	0	0	3
AUT 161	Electrical Systems	2	6	0	4			5	6	0	7
ENG 111	Expository Writing	3	0	0	3						
		5	6	0	7						
SPRING - 2nd Year						SUMMER - 3rd Year					
AUT 171	Heating & Air Conditioning	2	3	0	3	AUT 221	Automatic Transmissions	2	6	0	4
PHY 122	Applied Physics II	3	2	0	4	AUT 281	Adv Engine Performance	2	2	0	3
ENG 115	Oral Communication	3	0	0	3			4	8	0	7
		8	5	0	10						
FALL - 4th Year						COE 112					
							Co-op Work Experience I	0	0	20	2
								0	0	20	2

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Continued from previous page.

SPRING - 4th Year

COE 122	Co-op Work				
	Experience II	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		0	0	20	2

Program Information:

The automotive systems technology program at Forsyth Tech is certified by the National Automotive Technician Education Foundation (NATEF) beginning the 2002-2003 academic year. Per NATEF recommendations, students should be prepared to purchase his/her own tool set to take this course of study.

TOTAL CREDIT HOURS: 66

AUTOMOTIVE SYSTEMS TECHNOLOGY

D 60 16 0

Diploma

Day

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/ transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Course Title		Hours Per Week			Course Title		Hours Per Week				
		Cl	Lb	Cr			Cl	Lb	Cr		
FALL					SUMMER						
AUT	110	Intro to Auto Technology	2	2	3	AUT	171	Heating & Air Conditioning	2	3	3
AUT	151	Brake Systems	2	2	3	AUT	181	Engine Performance - Electrical	2	3	3
AUT	152	Brake Systems Lab	0	2	1	AUT	183	Engine Performance - Fuels	2	3	3
PHY	122	Applied Physics II	3	2	4	ENG	101	Applied Communicatons I	3	0	3
		7	8	11			9	9	12		
SPRING					Program Information:						
AUT	115	Engine Fundamentals	2	3	3	The automotive systems technology program at Forsyth Tech is certified by the National Automotive Technician Education Foundation (NATEF) beginning the 2002-2003 academic year. Per NATEF recommendations, students should be prepared to purchase his/her own tool set to take this course of study.					
AUT	116	Engine Repair	1	3	2						
AUT	141	Suspension & Steering Sys	2	4	4						
AUT	161	Electrical Systems	2	6	4						
MAT	101	Applied Mathematics I	2	2	3						
		9	18	16							

TOTAL CREDIT HOURS: 39

AUTOMOTIVE SYSTEMS TECHNOLOGY

D 60 16 0 Diploma Evening

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL - 1st Year					SPRING - 2nd Year				
AUT 110	Intro to Auto Technology	2	2	3	AUT 171	Heating &			
AUT 151	Brake Systems	2	2	3		Air Conditioning	2	3	3
AUT 152	Brake Systems Lab	0	2	1	AUT 231	Manual Drive Trains/Axles	2	3	3
		4	6	7			4	6	6
SPRING - 1st Year					SUMMER - 2nd Year				
AUT 141	Suspension & Steering Sys	2	4	4	AUT 181	Engine Performance -			
MAT 101	Applied Mathematics I	2	2	3		Electrical	2	3	3
		4	6	7	AUT 183	Engine Performance - Fuels	2	3	3
							4	6	6
SUMMER - 1st Year					Program Information:				
AUT 115	Engine Fundamentals	2	3	3	The automotive systems technology program at				
AUT 116	Engine Repair	1	3	2	Forsyth Tech is certified by the National Automotive				
		3	6	5	Technician Education Foundation (NATEF) beginning the				
FALL - 2nd Year					2002-2003 academic year. Per NATEF recommendations,				
AUT 161	Electrical Systems	2	6	4	students should be prepared to purchase his/her own				
ENG 101	Applied Communications I	3	0	3	tool set to take this course of study.				
		5	6	7	TOTAL CREDIT HOURS: 38				

AUTOMOTIVE SYSTEMS TECHNOLOGY/RACE CAR PERFORMANCE

A 60 16 A

Associate in Applied Science

Day

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Course Title					Hours Per Week			Course Title					Hours Per Week		
					Cl	Lb	Cr						Cl	Lb	Cr
FALL - 1st Year								FALL - 2nd Year							
AUT	141	Suspension & Steering Sys	2	4	4			AUT	252	Racing Engine Preparation	3	9	6		
AUT	151	Brake Systems	2	2	3			AUT	253	Race Engine Accessories	2	4	4		
AUT	161	Electrical Systems	2	6	4			ENG	115	Oral Communications	3	0	3		
AUT	251	Introduction to Racing	3	0	3			---	---	Humanities/Fine Arts					
WLD	110	Cutting Processes	1	2	2					Elective (See your advisor.)	3	0	3		
					10	15	16						11	13	16
SPRING - 1st Year								SPRING - 2nd Year							
AUT	115	Engine Fundamentals	2	3	3			AUT	254	Chassis Fabrication	2	9	5		
AUT	116	Engine Repair	1	3	2			AUT	255	Sheet Metal Fabrication	1	3	2		
AUT	164	Automotive Electronics	2	2	3			AUT	256	Setting Up the Race Car	3	6	5		
AUT	181	Engine Performance - Electrical	2	3	3			MAT	115	Mathematical Models	2	2	3		
AUT	183	Engine Performance - Fuels	2	3	3								8	20	15
MEC	111	Machine Processes I	1	4	3										
					10	18	17								
SUMMER - 1st Year															
AUB	134	Autobody MIG Welding	1	4	3										
AUT	171	Heating & Air Conditioning	2	3	3										
ENG	111	Expository Writing	3	0	3										
PSY	118	Interpersonal Psychology	3	0	3										
					9	7	12								

Program Information:

The automotive systems technology program at Forsyth Tech is certified by the National Automotive Technician Education Foundation (NATEF) beginning the 2002-2003 academic year. Per NATEF recommendations, students should be prepared to purchase his/her own tool set to take this course of study.

TOTAL CREDIT HOURS: 76

BIOTECHNOLOGY

A 20 10 0

Associate in Applied Science

Day and Evening

Pending State Board approval, this curriculum will be offered as a Forsyth Technical Community College curriculum beginning fall 2002.

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands of skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Course Title					Hours Per Week					Course Title					Hours Per Week				
					Cl	Lb	Cn	Cr							Cl	Lb	Cn	Cr	
FALL - 1st Year										SPRING - 2nd Year									
BIO 111	General Biology I	3	3	0	4					BIO 285	Research &								
CHM 131	Introduction to Chemistry	3	0	0	3						Measurement	2	4	0	4				
CHM 131A	Intro to Chemistry Lab	0	3	0	1					COE 112	Co-op Work								
CIS 111	Basic PC Literacy	1	2	0	2						Experience I	0	0	20	2				
ENG 111	Expository Writing	3	0	0	3					ENG 114	Prof Research &								
MAT 115	Mathematical Models	2	2	0	3						Reporting	3	0	0	3				
		12	10	0	16					---	Technical Specialty								
											Elective**	*	*	0	*				
										---	Technical Specialty								
											Elective**	*	*	0	*				
												5+	4+	20	9+				
SPRING - 1st Year																			
BIO 112	General Biology II	3	3	0	4					*Hours vary depending on course selection.									
CHM 132	Organic and Biochemistry	3	3	0	4					**Technical Specialty Elective									
MAT 151	Statistics I	3	0	0	3					Select a minimum of 14 credit hours from:									
MAT 151A	Statistics I Lab	0	2	0	1					BIO 250	Genetics	3	3	0	4				
PSY 118	Interpersonal Psychology	3	0	0	3					BIO 275	Microbiology	3	3	0	4				
		12	8	0	15					BTC 281	Bioprocess Techniques	2	6	0	4				
										BTC 285	Cell Culture	2	3	0	3				
										BTC 286	Immunological								
											Techniques	3	3	0	4				
										BTC 288	Biotech Lab Experience	0	6	0	2				
										CHM 263	Analytical Chemistry	3	4	0	5				
FALL - 2nd Year										***Humanities Elective									
BTC 181	Basic Lab Techniques	3	3	0	4					Select from HUM 110, HUM 220, PHI 215, or PHI 240.									
CIS 172	Intro to the Internet	2	3	0	3														
---	Technical Specialty																		
---	Elective**	*	*	0	*														
---	Technical Specialty																		
---	Elective**	*	*	0	*														
---	Humanities Elective***	3	0	0	3														
		8+	6+	0	10+														

TOTAL CREDIT HOURS: 64 Minimum

BROADCASTING AND PRODUCTION TECHNOLOGY

A 30 12 0

Associate in Applied Science

Day and Evening

Pending State Board approval, this curriculum will be offered by Forsyth Technical Community College beginning fall 2002.

Students enrolled in the Broadcasting Production Technology curriculum will develop professional skills in radio, television, audio, video, and related applications.

Training will emphasize speech, script writing, production planning, editing, and post-production. Students will also study the development of the broadcasting industry, sales, ethics, law, marketing, and management. Hands-on training and teamwork approaches are essential to the instructional process.

Upon successful completion, students are prepared to enter broadcasting, production, and related industries in a variety of occupations.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
ENG	111	Expository Writing		3	0	3	BPT	112	Broadcast Writing		3	2	4
CIS	111	Basic PC Literacy		1	2	2	BPT	232	Video/TV Production II		2	6	4
BPT	110	Intro to Broadcasting		3	0	3	BPT	260	Multi-Track Recording		2	2	3
BPT	131	Audio/Radio Production I		2	6	4	FVP	114	Camera & Lighting I		2	3	3
BPT	140	Intro to TV Systems		2	0	2	HUM	160	Introduction to Film		2	2	3
				11	8	14					11	15	17
SPRING - 1st Year							SPRING - 2nd Year						
BPT	111	Broadcast Law & Ethics		3	0	3	BPT	113	Broadcast Sales		3	0	3
BPT	132	Audio/Radio Production II		2	6	4	BPT	250	Institutional Video		2	3	3
BPT	231	Video/TV Production I		2	6	4	BPT	255	Computer-Based Production		2	3	3
ENG	114	Prof Research & Reporting		3	0	3	PSY	118	Interpersonal Psychology		3	0	3
MAT	115	Mathematical Models		2	2	3	---	---	BPT Elective(s)		*	*	4
				12	14	17	(See your advisor.)				10+	6+	16

*Hours vary depending on course selection.

TOTAL CREDIT HOURS: 64

BUSINESS ADMINISTRATION

A 25 12 0

Associate in Applied Science

Day

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL - 1st Year					FALL - 2nd Year				
BUS 110	Introduction to Business	3	0	3	ACC 120	Prin on Accounting I	3	2	4
BUS 115	Business Law I	3	0	3	CIS 120	Spreadsheet I	2	2	3
ENG 111	Expository Writing	3	0	3	MKT 120	Principles of Marketing	3	0	3
MAT 115	Mathematical Models	2	2	3	PSY 150	General Psychology	3	0	3
OST 131	Keyboarding	1	2	2	— —	Humanities/Fine Arts			
		12	4	14		Elective (See your advisor.)	3	0	3
							14	4	16
SPRING - 1st Year					SPRING - 2nd Year				
BUS 116	Business Law II	3	0	3	ACC 121	Prin on Accounting II	3	2	4
BUS 121	Business Math	2	2	3	ACC 129	Individual Income Taxes	2	2	3
BUS 137	Principles of Management	3	0	3	ACC 150	Computerized Gen Ledger	1	2	2
CIS 111	Basic PC Literacy	1	2	2	BUS 125	Personal Finance	3	0	3
ENG 114	Prof Research & Reporting	3	0	3	BUS 270	Professional Development	3	0	3
		12	4	14			12	6	15
SUMMER - 1st Year					Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :				
CIS 112	Windows™	1	2	2	1. High school algebra I recommended.				
ECO 252	Prin of Macroeconomics	3	0	3	2. High school keyboarding recommended.				
ENG 115	Oral Communication	3	0	3	3. High school accounting recommended.				
		7	2	8					

TOTAL CREDIT HOURS: 67

BUSINESS ADMINISTRATION

A 25 12 0

Associate in Applied Science

Evening

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							SUMMER - 2nd Year						
BUS 110	Introduction to Business	3	0	3			MKT 120	Principles of Marketing	3	0	3		
BUS 115	Business Law I	3	0	3			PSY 150	General Psychology	3	0	3		
ENG 111	Expository Writing	3	0	3			---	Humanities/Fine Arts					
		9	0	9				Elective (See your advisor.)	3	0	3		
									9	0	9		
SPRING - 1st Year							FALL - 3rd Year						
BUS 116	Business Law II	3	0	3			ACC 121	Prin of Accounting II	3	2	4		
MAT 115	Mathematical Models	2	2	3			ACC 129	Individual Income Taxes	2	2	3		
OST 131	Keyboarding	1	2	2					5	4	7		
		6	4	8									
SUMMER - 1st Year							SPRING - 3rd Year						
BUS 121	Business Math	2	2	3			ACC 150	Computerized Gen Ledger	1	2	2		
BUS 137	Principles of Management	3	0	3			BUS 125	Personal Finance	3	0	3		
CIS 111	Basic PC Literacy	1	2	2			BUS 270	Professional Development	3	0	3		
		6	4	8					7	2	8		
FALL - 2nd Year							Additional admissions requirements to those listed						
CIS 112	Windows™	1	2	2			on pages 9 and 10 in the <i>College Catalog</i> :						
ECO 252	Prin of Macroeconomics	3	0	3			1. High school algebra I recommended.						
ENG 114	Prof Research & Reporting	3	0	3			2. High school keyboarding recommended.						
		7	2	8			3. High school accounting recommended.						
SPRING - 2nd Year							TOTAL CREDIT HOURS: 67						
ACC 120	Prin of Accounting I	3	2	4									
CIS 120	Spreadsheet I	2	2	3									
ENG 115	Oral Communication	3	0	3									
		8	4	10									

BUSINESS ADMINISTRATION - CUSTOMER SERVICE

C 25 12 0 B

Certificate

Day and Evening

Customer Service is a certificate under the Business Administration program of study. This curriculum provides a broad foundation of communication and interpersonal skills designed to prepare the individual for customer contact roles within a business organization.

Employment opportunities include customer services representative, customer services manager, credit and collection specialist, retail sales, authorization analyst, telephone sales representative in both service and production-oriented businesses, and call center customer representative.

Program Outcomes:

- Communicate effectively
- Demonstrate social adeptness
- Be professional
- Understand customers
- Solve problems
- Apply information
- Work efficiently
- Influence sales

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL						SPRING					
CIS	111	Basic PC Literacy	1	2	2	BUS	121	Business Math	2	2	3
ENG	115	Oral Communication	3	0	3	BUS	270	Professional Development	3	0	3
MKT	223	Customer Service	3	0	3				5	2	6
			7	2	8						
						TOTAL CREDIT HOURS: 14					

BUSINESS ADMINISTRATION/BANKING AND FINANCE

A 25 12 A

Associate in Applied Science

Day

Banking and Finance is a concentration under the curriculum title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and other businesses.

Course work includes principles of banking, money and banking, lending fundamentals, banking and business law, and practices in the areas of marketing, management, accounting, and economics.

Graduates should qualify for a variety of entry-level jobs in banking and finance. Also available are employment opportunities with insurance, brokerage and mortgage companies, and governmental lending agencies.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year						FALL - 2nd Year					
BAF	110	Principles of Banking	3	0	3	ACC	120	Prin of Accounting I	3	2	4
ENG	111	Expository Writing	3	0	3	BAF	141	Law & Banking: Principles	3	0	3
MAT	115	Mathematical Models	2	2	3	BAF	152	Trust Business	3	0	3
OST	131	Keyboarding	1	2	2	BUS	115	Business Law I	3	0	3
PSY	150	General Psychology	3	0	3	BUS	137	Principles of Management	3	0	3
			12	4	14				15	2	16
SPRING - 1st Year						SPRING - 2nd Year					
ACC	129	Individual Income Taxes	2	2	3	ACC	121	Prin of Accounting II	3	2	4
BAF	131	Fund of Bank Lending	3	0	3	BAF	115	Marketing for Bankers	3	0	3
BAF	222	Money and Banking	3	0	3	BAF	245	Bank Investments	3	0	3
CIS	111	Basic PC Literacy	1	2	2	MKT	120	Principles of Marketing	3	0	3
ENG	114	Prof Research & Reporting	3	0	3	---	---	Humanities/Fine Arts			
			12	4	14				3	0	3
									15	2	16
SUMMER - 1st Year						Additional admissions requirements to those listed					
CIS	112	Windows™	1	2	2	on pages 9 and 10 in the <i>College Catalog</i> :					
ECO	252	Prin of Macroeconomics	3	0	3	1. High school algebra I recommended.					
ENG	115	Oral Communication	3	0	3	2. High school keyboarding recommended.					
			7	2	8	3. High school accounting recommended.					

TOTAL CREDIT HOURS: 68

BUSINESS ADMINISTRATION/BANKING AND FINANCE

A 25 12 A

Associate in Applied Science

Evening

Banking and Finance is a concentration under the curriculum title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and other businesses.

Course work includes principles of banking, money and banking, lending fundamentals, banking and business law, and practices in the areas of marketing, management, accounting, and economics.

Graduates should qualify for a variety of entry-level jobs in banking and finance. Also available are employment opportunities with insurance, brokerage and mortgage companies, and governmental lending agencies.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							SUMMER - 2nd Year						
BAF	110	Principles of Banking		3	0	3	BAF	152	Trust Business		3	0	3
ENG	111	Expository Writing		3	0	3	BUS	115	Business Law I		3	0	3
OST	131	Keyboarding		1	2	2	---	---	Humanities/Fine Arts				
				7	2	8			Elective (See your advisor.)		3	0	3
											9	0	9
SPRING - 1st Year							FALL - 3rd Year						
BAF	131	Fund of Bank Lending		3	0	3	ACC	120	Prin of Accounting I		3	2	4
ENG	114	Prof Research & Reporting		3	0	3	BAF	245	Bank Investments		3	0	3
MAT	115	Mathematical Models		2	2	3	MKT	120	Principles of Marketing		3	0	3
				8	2	9					9	2	10
SUMMER - 1st Year							SPRING - 3rd Year						
ACC	129	Individual Income Taxes		2	2	3	ACC	121	Prin of Accounting II		3	2	4
BAF	222	Money and Banking		3	0	3	BAF	115	Marketing for Bankers		3	0	3
PSY	150	General Psychology		3	0	3					6	2	7
				8	2	9							
FALL - 2nd Year							Additional admissions requirements to those listed						
CIS	111	Basic PC Literacy		1	2	2	on pages 9 and 10 in the <i>College Catalog</i> :						
ECO	252	Prin of Macroeconomics		3	0	3	1. High school algebra I recommended.						
ENG	115	Oral Communication		3	0	3	2. High school keyboarding recommended.						
				7	2	8	3. High school accounting recommended.						
SPRING - 2nd Year							TOTAL CREDIT HOURS: 68						
BAF	141	Law & Banking: Principles		3	0	3							
BUS	137	Principles of Management		3	0	3							
CIS	112	Windows™		1	2	2							
				7	2	8							

BUSINESS ADMINISTRATION/ELECTRONIC COMMERCE

A 25 12 I

Associate in Applied Science

Day

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, and basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for life-long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry.

Course Title		Hours Per Week			Course Title		Hours Per Week				
		Cl	Lb	Cr			Cl	Lb	Cr		
FALL - 1st Year					FALL - 2nd Year						
ACC	120	Prin of Accounting I	3	2	4	BUS	115	Business Law I	3	0	3
BUS	110	Introduction to Business	3	0	3	BUS	137	Principles of Management	3	0	3
ECO	252	Prin of Macroeconomics	3	0	3	COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3	OR					
MAT	115	Mathematical Models	2	2	3	ENG	115	Oral Communication	(3)	(0)	(3)
OST	131	Keyboarding	1	2	2	ECM	220	Electronic Commerce			
			15	6	18			Plan. & Implem.	2	2	3
						ITN	170	Intro to Internet Database	2	2	2
									13	4	15
SPRING - 1st Year					SPRING - 2nd Year						
CIS	111	Basic PC Literacy	1	2	2	BUS	225	Business Finance	2	2	3
ECM	168	Electronic Business	2	2	3	ECM	230	Capstone Project	1	6	3
ECM	210	Intro to Electronic Commerce	2	2	3	MKT	224	International Marketing	3	0	3
ENG	114	Prof Research & Reporting	3	0	3	PSY	118	Interpersonal Psychology	3	0	3
MKT	120	Principles of Marketing	3	0	3	---	---	Humanities/Fine Arts			
			11	6	14			Elective (See your advisor.)	3	0	3
									12	8	15
SUMMER - 1st Year					TOTAL CREDIT HOURS: 68						
CIS	172	Intro to the Internet	2	3	3						
ITN	160	Principles of Web Design	2	2	3						
			4	5	6						

BUSINESS ADMINISTRATION/ELECTRONIC COMMERCE

A 25 12 I

Associate in Applied Science

Evening

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, and basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for life-long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 3rd Year						
ACC	120	Prin of Accounting I		3	2	4	CIS	172	Intro to the Internet		2	3	3
OST	131	Keyboarding		<u>1</u>	<u>2</u>	<u>2</u>	ECM	210	Intro to Electronic Commerce		<u>2</u>	<u>2</u>	<u>2</u>
				4	4	6					4	5	6
SPRING - 1st Year							SPRING - 3rd Year						
ECO	252	Prin of Macroeconomics		3	0	3	ITN	160	Principles of Web Design		2	2	3
MAT	115	Mathematical Models		<u>2</u>	<u>2</u>	<u>3</u>	MKT	224	International Marketing		<u>3</u>	<u>0</u>	<u>3</u>
				5	2	6					5	2	6
SUMMER - 1st Year							SUMMER - 3rd Year						
BUS	115	Business Law I		3	0	3	COM	231	Public Speaking		3	0	3
ENG	111	Expository Writing		<u>3</u>	<u>0</u>	<u>3</u>	OR						
				6	0	6	ENG	115	Oral Communication	(3)	(0)	(3)	
							MKT	120	Principles of Marketing		<u>3</u>	<u>0</u>	<u>3</u>
											6	0	6
FALL - 2nd Year							FALL - 4th Year						
BUS	137	Principles of Management		3	0	3	ECM	220	Electronic Commerce				
ECM	168	Electronic Business		<u>2</u>	<u>2</u>	<u>3</u>			Plan. & Implem.		2	2	3
				5	2	6	ITN	170	Intro to Internet Database		<u>2</u>	<u>2</u>	<u>3</u>
SPRING - 2nd Year											4	4	6
CIS	111	Basic PC Literacy		1	2	2	SPRING - 4th Year						
ENG	114	Prof Research & Reporting		<u>3</u>	<u>0</u>	<u>3</u>	BUS	225	Business Finance		2	2	3
				4	2	5	ECM	230	Capstone Project		<u>1</u>	<u>6</u>	<u>3</u>
SUMMER - 2nd Year											3	8	6
BUS	110	Introduction to Business		3	0	3	SUMMER - 4th Year						
PSY	118	Interpersonal Psychology		<u>3</u>	<u>0</u>	<u>3</u>	-----	-----	Humanities/Fine Arts				
				6	0	6			Elective (See your advisor.)		<u>3</u>	<u>0</u>	<u>3</u>
											3	0	3

TOTAL CREDIT HOURS: 68

BUSINESS ADMINISTRATION/INTERNATIONAL BUSINESS

A 25 12 D

Associate in Applied Science

Day

International Business is a concentration under the curriculum title of Business Administration. This curriculum prepares individuals for positions in international business through studies in business, social science, foreign language, and specialized courses in international marketing, law, economics, and trade practices.

Students will be expected to demonstrate language skills, a knowledge of geographic, political, and cultural differences, the ability to process import/export documentation, and a knowledge of international economics and business practices.

Employment opportunities are available in import/export departments, freight forwarder companies, customs houses, brokerage firms, international banking, state and federal organizations, world organizations, and other internationally active businesses.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
ACC	120	Prin of Accounting I		3	2	4	BUS	137	Principles of Management		3	0	3
BUS	115	Business Law I		3	0	3	INT	115	Global Communications		2	0	2
ECO	252	Prin of Macroeconomics		3	0	3	INT	220	International Economics		3	0	3
ENG	111	Expository Writing		3	0	3	MAT	115	Mathematical Models		2	2	3
INT	110	International Business		3	0	3	SPA	111	Elementary Spanish I		3	0	3
OST	131	Keyboarding		1	2	2					13	2	14
				16	4	18							
SPRING - 1st Year							SPRING - 2nd Year						
ACC	121	Prin of Accounting II		3	2	4	ACC	270	International Accounting		3	0	3
CIS	111	Basic PC Literacy		1	2	2	ENG	115	Oral Communication		3	0	3
ENG	114	Prof Research & Reporting		3	0	3	INT	210	International Trade		3	0	3
INT	230	International Law		3	0	3	MKT	224	International Marketing		3	0	3
MKT	120	Principles of Marketing		3	0	3	SPA	112	Elementary Spanish II		3	0	3
PSY	118	Interpersonal Psychology		3	0	3	—	—	Humanities/Fine Arts				
				16	4	18			Elective (See your advisor.)		3	0	3
											18	0	18

TOTAL CREDIT HOURS: 68

BUSINESS ADMINISTRATION/INTERNATIONAL BUSINESS

A 25 12 D

Associate in Applied Science

Evening

International Business is a concentration under the curriculum title of Business Administration. This curriculum prepares individuals for positions in international business through studies in business, social science, foreign language, and specialized courses in international marketing, law, economics, and trade practices.

Students will be expected to demonstrate language skills, a knowledge of geographic, political, and cultural differences, the ability to process import/export documentation, and a knowledge of international economics and business practices.

Employment opportunities are available in import/export departments, freight forwarder companies, customs houses, brokerage firms, international banking, state and federal organizations, world organizations, and other internationally active businesses.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 3rd Year						
ACC	120	Prin of Accounting I		3	2	4	INT	220	International Economics		3	0	3
INT	110	International Business		3	0	3	MAT	115	Mathematical Models		2	2	3
				6	2	7					5	2	6
SPRING - 1st Year							SPRING - 3rd Year						
ACC	121	Prin of Accounting II		3	2	4	ACC	270	International Accounting		3	0	3
INT	224	International Marketing		3	0	3	ENG	114	Prof Research & Reporting		3	0	3
				6	2	7					6	0	6
SUMMER - 1st Year							SUMMER - 3rd Year						
BUS	115	Business Law I		3	0	3	ENG	115	Oral Communication		3	0	3
ENG	111	Expository Writing		3	0	3	----	----	Humanities/Fine Arts				
				6	0	6			Elective (See your advisor.)		3	0	3
											6	0	6
FALL - 2nd Year							FALL - 4th Year						
INT	230	International Law		3	0	3	BUS	137	Principles of Management		3	0	3
OST	131	Keyboarding		1	2	2	INT	115	Global Communications		2	0	2
SPA	111	Elementary Spanish I		3	0	3					5	0	5
				7	2	8							
SPRING - 2nd Year							SPRING - 4th Year						
ECO	252	Prin of Macroeconomics		3	0	3	CIS	111	Basic PC Literacy		1	2	2
SPA	112	Elementary Spanish II		3	0	3	INT	210	International Trade		3	0	3
				6	0	6					4	2	5
SUMMER - 2nd Year							TOTAL CREDIT HOURS: 68						
MKT	120	Principles of Marketing		3	0	3							
PSY	118	Interpersonal Psychology		3	0	3							
				6	0	6							

BUSINESS ADMINISTRATION/LOGISTICS MANAGEMENT

A 25 12 E

Associate in Applied Science

Day

Logistics Management is a concentration under the curriculum title of Business Administration. This curriculum prepares students for careers in transportation and warehousing through the study of the principles of organization and management in logistics.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in transportation, warehousing, inventory control, material handling, computerization, and federal transportation and OSHA regulations are emphasized.

Graduates should qualify for employment in logistics-related jobs such as material handling foreman, transportation supervisor, traffic manager, warehouse manager, and inventory control manager.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL - 1st Year				FALL - 2nd Year			
BUS 115 Business Law I	3	0	3	ACC 120 Prin of Accounting I	3	2	4
BUS 137 Principles of Management	3	0	3	INT 110 International Business	3	0	3
ECO 252 Prin of Macroeconomics	3	0	3	LOG 220 Logistics Management	3	0	3
ENG 111 Expository Writing	3	0	3	LOG 230 Transportation Management	3	0	3
LOG 110 Introduction to Logistics	3	0	3	LOG 240 Purchasing Logistics	3	0	3
MAT 115 Mathematical Models	2	2	3				
	17	2	18		15	2	16
SPRING - 1st Year				SPRING - 2nd Year			
BUS 151 People Skills	3	0	3	BUS 231 Computerized Inventory	2	2	3
CIS 111 Basic PC Literacy	1	2	2	HUM 110 Technology & Society	3	0	3
ENG 114 Prof Research & Reporting	3	0	3	MKT 224 International Marketing	3	0	3
LOG 120 Global Logistics	3	0	3	PSY 118 Interpersonal Psychology	3	0	3
LOG 210 Fleet Management	3	0	3	--- --- Elective (See your advisor.)	3	0	3
MKT 120 Principles of Marketing	3	0	3		14	2	15
	16	2	17				
SUMMER - 1st Year				TOTAL CREDIT HOURS: 72			
CIS 120 Spreadsheet I	2	2	3				
LOG 215 Supply Chain Management	3	0	3				
	5	2	6				

BUSINESS ADMINISTRATION/LOGISTICS MANAGEMENT

A 25 12 E

Associate in Applied Science

Evening

Logistics Management is a concentration under the curriculum title of Business Administration. This curriculum prepares students for careers in transportation and warehousing through the study of the principles of organization and management in logistics.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in transportation, warehousing, inventory control, material handling, computerization, and federal transportation and OSHA regulations are emphasized.

Graduates should qualify for employment in logistics-related jobs such as material handling foreman, transportation supervisor, traffic manager, warehouse manager, and inventory control manager.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year						SPRING - 3rd Year					
ENG 111	Expository Writing		3	0	3	CIS 120	Spreadsheet I		2	2	3
LOG 110	Introduction to Logistics		3	0	3	MKT 224	International Marketing		3	0	3
			6	0	6				5	2	6
SPRING - 1st Year						SUMMER - 3rd Year					
ECO 252	Prin of Macroeconomics		3	0	3	BUS 231	Computerized Inventory		2	2	3
MAT 115	Mathematical Models		2	2	3	MKT 120	Principles of Marketing		3	0	3
			5	2	6				5	2	6
SUMMER - 1st Year						FALL - 4th Year					
BUS 115	Business Law I		3	0	3	LOG 210	Fleet Management		3	0	3
PSY 118	Interpersonal Psychology		3	0	3	LOG 215	Supply Chain Management		3	0	3
			6	0	6				6	0	6
FALL - 2nd Year						SPRING - 4th Year					
ACC 120	Prin of Accounting I		3	2	4	LOG 220	Logistics Management		3	0	3
BUS 137	Principles of Management		3	0	3	LOG 230	Transportation Management		3	0	3
			6	2	7				6	0	6
SPRING - 2nd Year						SUMMER - 4th Year					
CIS 111	Basic PC Literacy		1	2	2	--- ---	Elective (See your advisor.)		3	0	3
ENG 114	Prof Research & Reporting		3	0	3				3	0	3
			4	2	5						
SUMMER - 2nd Year						FALL - 5th Year					
BUS 151	People Skills		3	0	3	LOG 240	Purchasing Logistics		3	0	3
HUM 110	Technology & Society		3	0	3				3	0	3
			6	0	6						
FALL - 3rd Year						TOTAL CREDIT HOURS: 72					
INT 110	International Business		3	0	3						
LOG 120	Global Logistics		3	0	3						
			6	0	6						

CARDIOVASCULAR SONOGRAPHY/ADULT ECHOCARDIOGRAPHY

D 45 16 0

Diploma

Day

The Cardiovascular Sonography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart and vascular structures. A cardiovascular sonographer uses high frequency sound waves to produce images of the heart and vascular structures. *Individuals entering this program must have an A.A.S. degree in a health field or a Bachelor's degree in any field.*

Course work includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology and pathology, all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, cardiovascular physics, vascular physics, and adult echocardiography. Graduates may find employment in hospitals, physicians' offices, mobile services, and educational institutions.

Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr

FALL

BIO 163	Basic Anat & Physiology	4	2	0	5
CVS 160	CVS Clinical Ed I	0	0	15	5
CVS 163	Echo I	3	2	0	4
ENG 111	Expository Writing	3	0	0	3
		10	4	15	17

SPRING

CVS 161	CVS Clinical Ed II	0	0	24	8
CVS 164	Echo II	3	2	0	4
SON 111	Sonographic Physics	3	3	0	4
		6	5	24	16

SUMMER

CVS 162	CVS Clinical Ed III	0	0	15	5
CVS 279	Cardiovascular Physics	3	2	0	4
ENG 112	Argument-Based Research	3	0	0	3

OR

ENG 114	Prof Research & Reporting	(3)	(0)	(0)	(3)
		6	2	15	12

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Completion of high school or college credits in biology, chemistry, and algebra. Effective for fall 2000 admissions, successful completion of a physics course prior to the first semester of program enrollment is required.

2. Written recommendations completed on the college approved form.
3. Current cardiopulmonary resuscitation certification at the health care provider-level.
4. Completion of program orientation requirements which may include observational hours prior to acceptance.
5. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
6. Completion of the *Forsyth Tech Student Medical Form*.

Program Information:

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course, SON and CVS prefix course, or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. Re-admission may be possible but requires re-application and approval by the College.

TOTAL CREDIT HOURS: 45

CARDIOVASCULAR/VASCULAR INTERVENTIONAL TECHNOLOGY

C 45 14 0

Certificate

Day

The Cardiovascular/Vascular Interventional Technology curriculum teaches students to use specialized equipment to visualize vascular structures and to assist physicians in diagnostic and interventional procedures. *Individuals entering this curriculum must be registered or registry eligible radiologic technologists by the ARRT.*

The technologist, through academic and clinical studies, is prepared to provide quality patient care and professional communication skills while performing scheduled and emergency angiographic studies utilizing sterile technique, advanced radiographic and specialty equipment, and radiation protection techniques.

Graduates of this program may be eligible to sit for the American Registry of Radiologic Technologists Advanced Level Examination in Cardiovascular Interventional Technology. Technologists may find employment in medical facilities where vascular, cardiovascular, and/or interventional imaging procedures are performed.

Course Title	Hours Per Week			
	Cl	Lb	Ca	Cr

This program runs for six (6) months and is offered twice a year.

1st SIX (6) MONTHS PROGRAM

Begins fall semester and continues through first-half of spring semester

2nd SIX (6) MONTHS PROGRAM

Begins second-half of spring semester and continues through summer term.

CIT 211 Patient Care	3	0	0	3
CIT 212 Angio Equip & Supplies	3	0	0	3
CIT 214 Vascular Imaging I	3	0	0	3
CIT 250 CIT Clinical Practicum III	0	0	24	8
	9	0	24	17

English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course, CIT prefix course, or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. Re-admission may be possible but requires re-application and approval by the College.

Cardiovascular interventional technology is considered to be a safe profession in terms of radiation exposure; however, special limits have been established for occupationally exposed declared pregnant women to ensure that the probability of birth defects is negligible. A copy of the program's pregnancy policy is included in the *Cardiovascular Interventional Program Student Handbook* and is available to anyone upon request.

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Current cardiopulmonary resuscitation certification at the health care provider-level.
2. Completion of program orientation requirements which may include observational hours prior to acceptance.
3. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
4. Completion of the *Forsyth Tech Student Medical Form*.

TOTAL CREDIT HOURS: 17

Program Information:

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology,

CARPENTRY

D 35 18 0

Diploma

Day

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation during lab and at job sites. Students are responsible for their own transportation to and from job sites.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL							SUMMER						
BPR	130	Blueprint Reading/Const		1	2	2	CAR	113	Carpentry III		3	9	6
CAR	110	Introduction to Carpentry		2	0	2	CAR	115	Res Planning/Estimating		3	0	3
CAR	111	Carpentry I		3	15	8					6	9	9
CAR	114	Residential Bldg. Codes		3	0	3							
				9	17	15	TOTAL CREDIT HOURS: 38						
SPRING													
CAR	112	Carpentry II		3	15	8							
ENG	101	Applied Communications I		3	0	3							
MAT	101	Applied Mathematics I		2	2	3							
				8	17	14							

CARPENTRY/FRAMING

C 35 18 0

Certificate

Day

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation during lab and at job sites. Students are responsible for their own transportation to and from job sites.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SPRING			
CAR 111 Carpentry I	3	15	8	CAR 112 Carpentry II	3	15	8
	3	15	8		3	15	8

TOTAL CREDIT HOURS: 16

COMPUTED TOMOGRAPHY & MAGNETIC RESONANCE IMAGING TECHNOLOGY

D 45 20 0

Technical Specialty Diploma

Day

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum, a specialty for radiographers, prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. *Individuals entering this curriculum must be registered or registry eligible radiologic technologists by the ARRT.*

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography and/or Magnetic Resonance Imaging. They may find employment in facilities which perform these imaging procedures.

Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr
SUMMER (Second Half Term)				
CAT 210 CT Physics & Equipment	3	0	0	3
CAT 211 CT Procedures	4	0	0	4
	7	0	0	7
FALL				
CAT 228 CT Clinical Practicum	0	0	24	8
ENG 111 Expository Writing	3	0	0	3
	3	0	24	11
SPRING				
BIO 163 Basic Anat & Physiology	4	2	0	5
MRI 210 MRI Physics and Equipment	3	0	0	3
MRI 211 MRI Procedures	4	0	0	4
MRI 225 MRI Clinical Practicum	0	0	15	5
	11	2	15	17
SUMMER (First Half Term)				
MRI 223 MRI Clinical Practicum	0	0	2	2
	0	0	9	3

4. Overall grade point average of 2.5 in radiography technology program.

5. Completion of the *Forsyth Tech Student Medical Form*.

Program Information:

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course, CAT or MRI prefix course, or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. Re-admission may be possible but requires re-application and approval by the College.

TOTAL CREDIT HOURS: 38

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Written recommendations from the radiography technology program coordinator.
2. Current cardiopulmonary resuscitation certification at the health care provider-level.
3. Completion of program orientation requirements.

COMPUTED TOMOGRAPHY & MAGNETIC RESONANCE IMAGING TECHNOLOGY - COMPUTED TOMOGRAPHY

C 45 20 0

Certificate

Day

The Computed Tomography certificate, a specialty for radiographers, prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. *Individuals entering this curriculum must be registered or registry eligible radiologic technologists by the ARRT.*

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography Imaging. They may find employment in facilities which perform these imaging procedures.

Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr
FIVE WEEKS TERM				
CAT 210 CT Physics & Equipment	3	0	0	3
CAT 211 CT Procedures	4	0	0	4
	7	0	0	7

SEMESTER

CAT 228 CT Clinical Practicum	0	0	24	8
	0	0	24	8

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Current cardiopulmonary resuscitation certification at the health care provider-level.
2. Completion of program orientation requirements which may include observational hours prior to acceptance.
3. Overall grade point average of 2.5 in radiography technology program.
4. Completion of the *Forsyth Tech Student Medical Form*.

Program Information:

Students will need computer access.

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of F or withdrawal from a CAT prefix course or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. Re-admission may be possible but requires re-application and approval by the College.

TOTAL CREDIT HOURS: 15

COMPUTED TOMOGRAPHY & MAGNETIC RESONANCE IMAGING TECHNOLOGY - MAGNETIC RESONANCE IMAGING

C 45 20 0 M

Certificate

Day

The Magnetic Resonance Imaging certificate, a specialty for radiographers and nuclear medicine technologists, prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. *Individuals entering this curriculum must be registered or registry eligible technologists by the ARRT in Radiography or Nuclear Medicine.*

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Magnetic Resonance Imaging. They may find employment in facilities which perform these imaging procedures.

Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr
SEMESTER				
MRI 210 MRI Physics and Equipment	3	0	0	3
MRI 211 MRI Procedures	4	0	0	4
MRI 225 MRI Clinical Practicum	0	0	15	5
	7	0	15	12

EIGHT WEEKS TERM

MRI 223 MRI Clinical Practicum	0	0	2	3
	0	0	9	3

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Current cardiopulmonary resuscitation certification at the health care provider-level.
2. Completion of program orientation required.
3. Overall grade point average of 2.5 in radiography or nuclear medicine programs.
4. Completion of the *Forsyth Tech Student Medical Form*.

Program Information:

Students will need computer access.

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal from a MRI prefix course or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. Re-admission may be possible but requires re-application and approval by the College.

TOTAL CREDIT HOURS: 15

COMPUTER ENGINEERING TECHNOLOGY

A 40 16 0

Associate in Applied Science

Day

The Computer Engineering Technology curriculum provides the skills required to install, service, and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Course work includes mathematics, physics, electronics, digital circuits and programming, with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Course Title				Hours Per Week			Course Title				Hours Per Week			
				Cl	Lb	Cr					Cl	Lb	Cr	
FALL - 1st Year														
CIS	111	Basic PC Literacy		1	2	2	FALL - 2nd Year							
EGR	131	Intro to Electronics Tech		1	2	2	CET	211	Computer Upgrade/Repair II		2	3	3	
ELC	131	DC/AC Circuit Analysis		4	3	5	CSC	134	C++ Programming		2	3	3	
ELC	131A	DC/AC Circuit Analysis Lab		0	3	1	ELN	232	Intro to Microprocessors		3	3	4	
ENG	111	Expository Writing		3	0	3	ELN	237	Local Area Networks		2	3	3	
MAT	121	Algebra/Trigonometry I		2	2	3	ENG	114	Prof Research & Reporting		3	0	3	
				11	12	16					12	12	16	
SPRING - 1st Year														
CET	111	Computer Upgrade/Repair I		2	3	3	SPRING - 2nd Year							
CIS	130	Survey of Operating Sys		2	3	3	CET	212	Integrated Mfg Systems		1	3	2	
ELN	131	Electronic Devices		3	3	4	ELN	233	Microprocessor Systems		3	3	4	
MAT	122	Algebra/Trigonometry II		2	2	3	ELN	238	Advanced LANs		2	3	3	
PSY	118	Interpersonal Psychology		3	0	3	PHY	131	Physics - Mechanics		3	2	4	
				9	11	13	---	---	Humanities/Fine Arts Elective		3	0	3	
								(See your advisor.)				12	11	16
SUMMER - 1st Year														
CET	222	Computer Architecture		2	0	2	Additional admissions requirements to those listed							
ELN	132	Linear IC Applications		3	3	4	on pages 9 and 10 in the <i>College Catalog</i> :							
ELN	133	Digital Electronics		3	3	4	1. Three units of math beginning with algebra I.							
				8	6	10	2. Keyboarding proficiency.							
								3. High school physics recommended.						

TOTAL CREDIT HOURS: 74

COMPUTER ENGINEERING TECHNOLOGY

A 40 16 0

Associate in Applied Science Evening (2-Year)

The Computer Engineering Technology curriculum provides the skills required to install, service, and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Course work includes mathematics, physics, electronics, digital circuits and programming, with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Course Title				Hours Per Week				Course Title				Hours Per Week			
				Cl	Lb	Cr						Cl	Lb	Cr	
FALL - 1st Year								SPRING - 2nd Year							
CIS	111	Basic PC Literacy		1	2	2		CSC	134	C++ Programming		2	3	3	
EGR	131	Intro to Electronics Tech		1	2	2		ELN	232	Intro to Microprocessors		3	3	4	
ELC	131	DC/AC Circuit Analysis		4	3	5		ELN	238	Advanced IANs		2	3	3	
ELC	131A	DC/AC Circuit Analysis Lab		0	3	1		ENG	114	Prof Research and Reporting		3	0	3	
MAT	121	Algebra/Trigonometry I		2	2	3		---	---	Humanities/Fine Arts Elective					
				8	12	13				(See your advisor.)		3	0	3	
												13	9	16	
SPRING - 1st Year								SUMMER - 2nd Year							
CET	111	Computer Upgrade/Repair I		2	3	3		CET	212	Integrated Mfg Systems		1	3	2	
CIS	130	Survey of Operating Sys		2	3	3		ELN	233	Microprocessor Systems		3	3	4	
ELN	131	Electronic Devices		3	3	4		PSY	118	Interpersonal Psychology		3	0	3	
MAT	122	Algebra/Trigonometry II		2	2	3						7	6	9	
				9	11	13									
SUMMER - 1st Year								Additional admissions requirements to those listed							
CET	222	Computer Architecture		2	0	2		on pages 9 and 10 in the <i>College Catalog</i> :							
ELN	132	Linear IC Applications		3	3	4		1. Three units of math beginning with algebra I.							
ELN	237	Local Area Networks		2	3	3		2. Keyboarding proficiency.							
				7	6	9		3. High school physics recommended.							
FALL - 2nd Year								TOTAL CREDIT HOURS: 74							
CET	211	Computer Upgrade/Repair II		2	3	3									
ELN	133	Digital Electronics		3	3	4									
ENG	111	Expository Writing		3	0	3									
PHY	131	Physics-Mechanics		3	2	4									
				11	8	14									

COMPUTER ENGINEERING TECHNOLOGY

A 40 16 0

Associate in Applied Science Evening (4-Year)

The Computer Engineering Technology curriculum provides the skills required to install, service, and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Course work includes mathematics, physics, electronics, digital circuits and programming, with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL - 1st Year					FALL - 3rd Year				
CIS 111	Basic PC Literacy	1	2	2	ELN 133	Digital Electronics	3	3	4
EGR 131	Intro to Electronics Tech	1	2	2	---	Humanities/Fine Arts			
MAT 121	Algebra and Trigonometry	2	2	3		Elective	3	0	3
		4	6	7			6	3	7
SPRING - 1st Year					SPRING - 3rd Year				
ELC 131	DC/AC Circuit Analysis	4	3	5	CET 211	Computer Upgrade/			
ELC 131A	DC/AC Circuit Analysis Lab	0	3	1		Repair II	2	3	3
		4	6	6	CSC 134	C++ Programming	2	3	3
							4	6	6
SUMMER - 1st Year					SUMMER - 3rd Year				
CET 222	Computer Architecture	2	0	2	ENG 114	Prof Research & Reporting	3	0	3
MAT 122	Algebra/Trigonometry II	2	2	3	PSY 118	Interpersonal Psychology	3	0	3
		4	2	5			6	0	6
FALL - 2nd Year					FALL - 4th Year				
CIS 130	Survey of Operating Sys	2	3	3	ELN 232	Intro to Microprocessors	3	3	4
ENG 111	Expository Writing	3	0	3	ELN 237	Local Area Networks	2	3	3
PHY 131	Physics-Mechanics	3	2	4			5	6	7
		8	5	10					
SPRING - 2nd Year					SPRING - 4th Year				
CET 111	Computer Upgrade/				ELN 233	Microprocessor Systems	3	3	4
	Repair I	2	3	3	ELN 238	Advanced LANs	2	3	3
ELN 131	Electronic Devices/Circuits	3	3	4			5	6	7
		5	6	7					
SUMMER - 2nd Year					SUMMER - 4th Year				
ELN 132	Linear IC Applications	3	3	4	CET 212	Integrated Mfg Systems	1	3	2
		3	3	4			1	3	2
					TOTAL CREDIT HOURS: 74				

COMPUTER PROGRAMMING

A 25 13 0

Associate in Applied Science

Day and Evening

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL - 1st Year					SPRING - 2nd Year				
CIS	111 Basic PC Literacy	1	2	2	CIS	288 Systems Project	1	4	3
CIS	115 Intro to Prog & Logic	2	2	3	CSC	248 Adv Internet Progr	2	3	3
CSC	— Programming Course*	2	3	3	CSC	298 Seminar in Programming	2	3	3
ENG	115 Oral Communication	3	0	3	CSC	— Programming Course**	2	3	3
MAT	115 Mathematical Models	3	0	3	PSY	150 General Psychology	3	0	3
		11	7	14			10	13	15

SPRING - 1st Year

CIS	130 Survey of Operating Sys	2	3	3
CIS	152 Database Concepts & Apps	2	2	3
CIS	172 Intro to the Internet	2	3	3
CSC	— Programming Course*	2	3	3
ENG	111 Expository Writing	3	0	3
		11	11	15

SUMMER - 1st Year

CIS	157 Database Programming I	2	2	3
CIS	— Operating Systems Course***	2	3	3
CSC	— Programming Course**	2	3	3
ENG	114 Prof Research & Reporting	3	0	3
		9	8	12

FALL - 2nd Year

ACC	120 Prin of Accounting I	3	2	4
CIS	286 Systems Analysis & Design	3	0	3
CSC	148 JAVA Programming	2	3	3
NET	110 Data Comm/Networking	2	2	3
---	--- Humanities/Fine Arts			
	Elective (See your advisor.)	3	0	3
		13	7	16

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. High school algebra I.
2. High school accounting recommended.
3. High school computer basics recommended.
4. High school geometry recommended.
5. High school keyboarding recommended.

*CSC Programming Course

Select from CSC 134, 135, 138, 139, or 141.

**CSC Programming Course

Select from CSC 234, 235, 238, 239, or 241.

***CIS Operating System Course

Select from CIS 244 or 246.

TOTAL CREDIT HOURS: 72

COMPUTER PROGRAMMING

D 25 13 0

Diploma

Day and Evening

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							SPRING - 2nd Year						
CIS	111	Basic PC Literacy		1	2	2	CSC	298	Seminar in Programming		2	3	3
CIS	115	Intro to Prog & Logic		2	2	3					2	3	3
MAT	115	Mathematical Models		2	2	3	Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :						
				5	6	8	1. High school algebra I.						
SPRING - 1st Year							2. High school accounting recommended.						
CIS	130	Survey of Operating Sys		2	3	3	3. High school computer basics recommended.						
CIS	172	Intro to the Internet		2	3	3	4. High school geometry recommended.						
CSC	---	Programming Course*		2	3	3	5. High school keyboarding recommended.						
				6	9	9	*CSC Programming Course						
SUMMER - 1st Year							Select from CSC 134, 135, 138, 139, or 141.						
CIS	152	Database Concepts & Apps		2	2	3	**CIS Operating System Course						
CIS	---	Operating System Course**		2	3	3	Select from CIS 244 or 246.						
ENG	115	Oral Communication		3	0	3	TOTAL CREDIT HOURS: 38						
				7	5	9							
FALL - 2nd Year													
CIS	286	Systems Analysis & Design		3	0	3							
CSC	---	Programming Course*		2	3	3							
ENG	111	Expository Writing		3	0	3							
				8	3	9							

COMPUTER PROGRAMMING

C 25 13 0

Certificate

Day and Evening

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

Course Title			Hours Per Week		
			Cl	Lb	Cr
FALL					
CIS	111	Basic PC Literacy	1	2	2
CIS	115	Intro to Prog & Logic	2	2	3
CSC	----	Programming Course*	2	3	3
			5	7	8
SPRING					
CIS	130	Survey of Operating Sys	2	3	3
CIS	152	Database Concepts & Apps	2	2	3
			4	5	6

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. High school algebra I.
2. High school accounting recommended.
3. High school computer basics recommended.
4. High school geometry recommended.
5. High school keyboarding recommended.

*CSC Programming Course

Select from CSC 134, 135, 138, 139, or 141.

TOTAL CREDIT HOURS: 14

CRIMINAL JUSTICE TECHNOLOGY

A 55 18 0

Associate in Applied Science

Day and Evening

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security service. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Course Title		Hours Per Week				Course Title		Hours Per Week			
		Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr
FALL - 1st Year						FALL - 2nd Year					
CIS 110	Intro to Computers	2	2	0	3	CJC 131	Criminal Law	3	0	0	3
OR						CJC ----	Elective*	3	0	0	3
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)	CJC ----	Elective*	3	0	0	3
CJC 111	Intro to Criminal Justice	3	0	0	3	CJC ----	Elective*	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4	MAT 115	Mathematical Models	2	2	0	3
CJC ---	Elective*	3	0	0	3			14	2	0	15
ENG 111	Expository Writing	3	0	0	3	SPRING - 2nd Year					
		14	4	0	16	CJC 212	Ethics & Comm Relations	3	0	0	3
		(13)	(4)	(0)	(15)	CJC 231	Constitutional Law	3	0	0	3
SPRING - 1st Year						CJC ----	Elective*	3	0	0	3
CJC 112	Criminology	3	0	0	3	COM ----	Elective***	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3	----	POL/PSY/SOC				
CJC ---	Elective*	3	0	0	3		Elective	3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3			15	0	0	15
PSY 118	Interpersonal Psychology	3	0	0	3	*CJC Elective					
OR						Select from CJC 114, 120, 121, 122, 132, 141, 145, 211, 213, 214, 215, 222, 225, 232, 233, 241, 251, or 252.					
PSY 150	General Psychology	(3)	(0)	(0)	(3)	**Humanities/Fine Arts Elective					
----	Humanities/Fine Arts					Select from ENG 273, HUM 121, HUM 220, PHI 215, PHI 240, REL 110, or SPA 111.					
	Elective**	3	0	0	3	***COM Elective					
		18	0	0	18	Select from COM 110, 120, or 231.					
SUMMER - 1st Year						****Related Electives					
COE 111	Co-op Work Experience I	0	0	10	1	Select from POL 130, PSY 241 (PSY 150 prereq), PSY 281 (PSY 150 prereq), or SOC 225.					
		0	0	10	1						

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Criminal Justice Tracks

Some students may prefer to choose electives that will strengthen their background in either law enforcement or corrections work. The following electives should be chosen for either track:

Law Enforcement

Select from CJC 121, 132, 215, or 222

Corrections

Select from CJC 141, 211, 233, or 241.

Note: Students successfully completing a basic law enforcement training (BLET) course accredited by the North Carolina Criminal Justice Education and Education and Training Standards Commission may receive credit for the following criminal justice courses: CJC 120, 131, 132, 221, 225, and 231, for a total of 18 semester hours that may be counted toward the associate in applied science degree in criminal justice technology. To qualify, students must have successfully passed the Criminal Justice Commission's comprehensive certification exam and must have completed BLET since 1985.

TOTAL CREDIT HOURS: 64 - 65

CRIMINAL JUSTICE TECHNOLOGY/LATENT EVIDENCE

A 55 18 A

Associate in Applied Science

Day and Evening

Latent Evidence is a concentration under the curriculum title of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evident systems and operations. Study will focus on local, state, and federal law enforcement, evidence procession and procedures.

Emphasis on latent evidence: Fingerprint classification, identification and chemical development, photography, and footwear and tire-track identification, and crime scene processing. Additional study topics may include: Issues and concepts of communications and use of computers and computer assisted design programs in crime scene technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, and correctional agencies. Examples include: Latent Evidence Technicians with sheriff and police departments, State Bureau of Investigations, and related federal agencies.

Course Title		Hours Per Week				Course Title		Hours Per Week					
		Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr		
FALL - 1st Year													
CJC	111	Intro to Criminal Justice	3	0	0	3	CJC	131	Criminal Law	3	0	0	3
CJC	144	Crime Scene Processing	2	3	0	3	CJC	146	Trace Evidence	2	3	0	3
CJC	221	Investigative Principles	3	2	0	4	CJC	251	Forensic Chemistry I	3	2	0	4
CJC	245	Friction Ridge Analysis	2	3	0	3	MAT	115	Mathematical Models	2	2	0	3
ENG	111	Expository Writing	3	0	0	3	PSY	118	Interpersonal Psychology	3	0	0	3
---	---	Humanities/Fine Arts							13	7	0	16	
		Elective*	3	0	0	3							
			16	8	0	19							
SPRING - 1st Year													
CJC	112	Criminology	3	0	0	3	CJC	145	Crime Scene CAD	2	3	0	3
CJC	113	Juvenile Justice	3	0	0	3	CJC	212	Ethics & Comm Relations	3	0	0	3
CJC	114	Investigative Photography	1	2	0	2	CJC	231	Constitutional Law	3	0	0	3
CJC	222	Criminalistics	3	0	0	3	CJC	252	Forensic Chemistry II	3	2	0	4
CJC	244	Footwear and					MAT	151	Statistics I	3	0	0	3
		Tire Imprints	2	3	0	3	MAT	151A	Statistics I Lab	0	2	0	1
CJC	246	Adv Friction							14	7	0	17	
		Ridge Analysis	2	3	0	3							
			14	8	0	17							
SUMMER - 1st Year													
COE	111	Co-op Work					*Humanities/Fine Arts Elective						
		Experience I	0	0	10	1	Select from ENG 273, HUM 121, HUM 220, PHI 215, PHI						
ENG	114	Prof Research &					240,						
		Reporting	3	0	0	3	REL 110, or SPA 111.						
			3	0	10	4							
FALL - 2nd Year													
CJC	131	Criminal Law	3	0	0	3	Note: Students successfully completing a basic law						
CJC	146	Trace Evidence	2	3	0	3	enforcement training course accredited by the North Carolina						
CJC	251	Forensic Chemistry I	3	2	0	4	Criminal Justice Education and Education and Training						
MAT	115	Mathematical Models	2	2	0	3	Standards Commission may receive credit for the following						
PSY	118	Interpersonal Psychology	3	0	0	3	criminal justice courses: CJC 131, 221, and 231, for a total of						
			13	7	0	16	10 semester hours that may be counted toward the associat						
SPRING - 2nd Year													
CJC	145	Crime Scene CAD	2	3	0	3							
CJC	212	Ethics & Comm Relations	3	0	0	3							
CJC	231	Constitutional Law	3	0	0	3							
CJC	252	Forensic Chemistry II	3	2	0	4							
MAT	151	Statistics I	3	0	0	3							
MAT	151A	Statistics I Lab	0	2	0	1							
			14	7	0	17							

Note: Students successfully completing a basic law enforcement training course accredited by the North Carolina Criminal Justice Education and Education and Training Standards Commission may receive credit for the following criminal justice courses: CJC 131, 221, and 231, for a total of 10 semester hours that may be counted toward the associate in applied science degree in criminal justice technology. To qualify, students must have successfully passed the Criminal Justice Commission's comprehensive certification exam and must have completed BLET since 1985.

TOTAL CREDIT HOURS: 73

DENTAL ASSISTING

D 45 24 0

Diploma

Day

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provides students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr

FALL - 1st Year

BIO 163 Basic Anat & Physiology	4	2	0	5
DEN 110 Basic Orofacial Anatomy	2	2	0	3
DEN 101 Preclinical Procedures	4	6	0	7
DEN 111 Infection/Hazard Control	2	0	0	2
DEN 112 Dental Radiography	2	3	0	3
	14	13	0	20

SPRING - 1st Year

DEN 102 Dental Materials	3	4	0	5
DEN 103 Dental Sciences	2	0	0	2
DEN 104 Dental Health Education	2	2	0	3
DEN 105 Practice Management	2	0	0	2
DEN 106 Clinical Practice I	1	0	12	5
	10	6	12	17

SUMMER - 1st Year

COM 110 Introduction to Communication	3	0	0	3
OR				
COM 120 Interpersonal Communication	(3)	(0)	(0)	(3)
OR				
COM 231 Public Speaking	(3)	(0)	(0)	(3)
OR				
ENG 115 Oral Communication	(3)	(0)	(0)	(3)
DEN 107 Clinical Practice II	1	0	12	5
PSY 118 Interpersonal Psychology	3	0	0	3
	7	0	12	11

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. High school diploma with completion of high school or college credits in biology and algebra.
2. Completion of program orientation requirements.
3. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
4. Completion of the **Forsyth Tech Student Medical Form** (includes an eye and dental examination).
5. Computer literacy demonstrated by documented computer course credit, or taking the proficiency exam for CIS 111, or completing CIS 111 with a C or better.

Program Information:

This program has limited enrollment and has deadline requirements. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, communications, and psychology). The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course, dental course, or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. The student will also be dismissed from the curriculum if they receive two Ds in any DEN and/or BIO course while enrolled in the program. By receiving one D the student will be placed on academic probation. Accreditation does require a

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specific number of class, lab, and clinical hours for the student to graduate, so there are strict attendance rules. If the student surpasses the allowed number of hours missed, they will be dropped from the program and will have to re-admit the next year. Re-admission may be possible but requires re-application and approval by the College.

TOTAL CREDIT HOURS: 48

DEVELOPMENTAL EDUCATION

Developmental Education provides students with an opportunity to build academic skills and acquire the background which should facilitate success in their desired curriculum.

For applicants to a degree curriculum who, on the basis of test results and past performance, do not qualify for immediate admission to their chosen program of study, noncredit developmental course work is available and may be required as a prerequisite for registration in specific credit courses. Students taking the required developmental work may also take specified courses within their desired curriculum.

Students may transfer all applicable credit courses into their curriculum when the criteria have been met and developmental and selected curriculum courses have been completed. All credit courses within the student's chosen curriculum will then be applied toward graduation.

Some developmental courses are also open to students who wish to take them for personal benefit.

This program offers a series of courses for preparation, remediation, and guidance for students who, for a variety of reasons, do not meet the specific entrance requirements for the regular curriculums of their choice. Students who do meet the minimum entrance requirements but whose previous academic records indicate that they may have difficulty in successfully completing their curriculums are also advised to complete the necessary course work in the Developmental Education program.

The students' academic program will be individually designed to meet their specific preparatory and remedial needs. The courses will be selected from the developmental offerings and from technical and/or vocational credit courses. **Developmental Education courses do not earn credit towards graduation from degree, diploma, and certificate programs.**

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
ACA	111	College Student Success		1	0	1	ENG	090	Composition Strategies		3	0	3
ACA	118	College Study Skills		1	2	2	ENG	090A	Comp Strategies Lab		0	2	1
BIO	090	Foundations of Biology		3	2	4	ENG	095	Reading & Comp Strategies		5	0	5
BIO	094	Concepts of Human Biology		3	2	4	ENG	095A	Reading & Comp Strat Lab		0	2	1
CHM	090	Chemistry Concepts		3	2	4	MAT	060	Essential Mathematics		3	2	4
CHM	092	Fundamentals of Chemistry		3	2	4	MAT	070	Introductory Algebra		3	2	4
EFL	091	Composition I		3	2	4	MAT	075	Geometry		3	2	4
ENG	060	Speaking English Well		2	0	2	MAT	080	Intermediate Algebra		3	2	4
ENG	070	Basic Language Skills		2	2	3	MAT	090	Accelerated Algebra		3	2	4
ENG	080	Writing Foundations		3	2	4	RED	070	Essential Reading Skills		3	2	4
ENG	085	Reading & Writing Found		5	0	5	RED	080	Intro to College Reading		3	2	4
ENG	085A	Reading & Writing Fnd Lab		0	2	1	RED	090	Improved College Reading		3	2	4

EARLY CHILDHOOD ASSOCIATE

A 55 22 0

Associate in Applied Science

Day and Evening

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
ACA 111	College Student Success*	1	0	1	COE 121	Co-op Work Experience II	0	10	1				
CIS 111	Basic PC Literacy	1	2	2	COE 125	Work Exp Seminar II	1	0	1				
EDU 144	Child Development I	3	0	3	EDU 151	Creative Activities	3	0	3				
EDU 146	Child Guidance	3	0	3	EDU 185	Cognitive and Lang Act	3	0	3				
ENG 111	Expository Writing	3	0	3	OR								
SOC 210	Introduction to Sociology	3	0	3	EDU 282	Early Childhood Lit	(3)	(0)	(3)				
Select one of the following options:							OR						
Option A							EDU 280	Literacy Experiences	(3)	(0)	(3)		
EDU 111	Early Childhood Cred I	2	0	2	AND								
AND							EDU 280A	Literacy Experiences Lab	(0)	(2)	(1)		
EDU 112	Early Childhood Cred II	2	0	2	EDU 234	Infants, Toddlers, & Two's	3	0	3				
Option B							OR						
EDU 111	Early Childhood Cred I	(2)	(0)	(2)	EDU 235	School-Age Dev & Program	(2)	(0)	(2)				
AND							EDU 252	Math & Sci Activities	3	0	3		
EDU 113	Family/Early Child Cred	(2)	(0)	(2)	12-13 10-12 13-15								
Option C							SPRING - 2nd Year						
EDU 119	Early Childhood Ed	(4)	(0)	(4)	COE 131	Co-op Work Experience III	0	10	1				
							COE 135	Work Exp Seminar III	1	0	1		
							EDU 221	Children with Sp Needs	3	0	3		
							EDU 259	Curriculum Planning	3	0	3		
							OR						
							EDU 275	Effective Teach Train***	(2)	(0)	(2)		
							EDU 261	Early Childhood Admin I	2	0	2		
							OR						
							EDU 153	Health, Safety, & Nutrit	(3)	(0)	(3)		
							MAT 115	Mathematical Models	2	2	3		
							SOC 213	Sociology of the Family	3	0	3		
							13-15 12 15-17						
SPRING - 1st Year													
COE 111	Co-op Work Experience I	0	10	1									
COE 115	Work Exp Seminar I	1	0	1									
EDU 131	Child, Family, & Commun	3	0	3									
EDU 145	Child Development II	3	0	3									
ENG 112	Argument-Based Research	3	0	3									
PSY 150	General Psychology	3	0	3									
----	Humanities/Fine Arts												
----	Elective**	3	0	3									

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****Humanities/Fine Arts Elective**

Select from: ART 111, ENG 273, HUM 121, HUM 220,
MUS 110, PHI 215, PHI 240, REL 110, or SPA 111.

*** Student must pass end-of-course test to receive
curriculum credit.

TOTAL CREDIT HOURS: 64 Minimum

EARLY CHILDHOOD ASSOCIATE/TEACHER ASSOCIATE

A 55 22 B

Associate in Applied Science

Day and Evening

Pending State Board approval, this curriculum will be offered as a Forsyth Technical Community College curriculum beginning fall 2002.

Teacher Associate is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head State Programs, and school-age programs.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year													
CIS	111	Basic PC Literacy		1	2	2	FALL - 2nd Year						
EDU	119	Early Childhood Education		4	0	4	COE	111	Co-op Work Experience I	0	10	1	
EDU	144	Child Development I		3	0	3	EDU	118	Teacher Associate				
EDU	146	Child Guidance		3	0	3			Principles and Practices	3	0	3	
ENG	111	Expository Writing		3	0	3	EDU	221	Children with Sp Needs	3	0	3	
SOC	210	Introduction to Sociology		3	0	3	EDU	235	School-Age Dev & Program	2	0	2	
				17	2	18	EDU	252	Math & Sci Activities	3	0	3	
							EDU	280	Literacy Experiences	3	0	3	
SPRING - 1st Year													
EDU	131	Child, Family, & Commun		3	0	3	EDU	282	Early Childhood Literature	(3)	(0)	(3)	
EDU	145	Child Development II		3	0	3				14	10	15	
EDU	186	Reading and Writing Methods		3	0	3	SPRING - 2nd Year						
ENG	112	Argument-Based Research		3	0	3	COE	121	Co-op Work Experience II	0	10	1	
PSY	118	Interpersonal Psychology		3	0	3	EDU	147	Behavior Disorders	3	0	3	
		OR					EDU	275	Effective Teach Train**	2	0	2	
PSY	150	General Psychology		(3)	(0)	(3)	EDU	285	Internship Exp-School-Age	1	0	1	
				15	0	15	MAT	115	Mathematical Models	2	2	3	
							SOC	213	Sociology of the Family	3	0	3	
							---	---	Humanities/Fine Arts				
									Elective*	3	0	3	
										14	12	16	

*Humanities/Fine Arts Electives

Select from: ART 111, ENG 273, HUM 121, HUM 220, MUS 110, PHI 215, PHI 240, REL 110, or SPA 111.

**Students must pass end-of-course test to receive credit.

TOTAL CREDIT HOURS: Minimum of 64

EARLY CHILDHOOD ASSOCIATE - ADMINISTRATION

C 55 22 0 A

Certificate

Day and Evening

The Early Childhood Administration Certificate prepares individuals to supervise and manage an early childhood program in addition to developing a foundation in early childhood developmental education.

Course work includes policies and procedures, and management of early childhood education programs. Topics include leadership, financial management, staff organization and management, program development, community outreach as well as a working knowledge of the rules and regulations of the NC Division of Child Development Day Care Licensing. Alternative delivery instruction options are available for the working professional.

Certificate graduates can develop and implement appropriate programs in early childhood education. Additionally, students successfully meet the requirement for the NC Early Childhood Administration Credential.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
EDU 131 Child, Family, & Commun	3	0	3	Program Information: A North Carolina Early Childhood Administration credential is awarded upon completion of early childhood administration I and II plus 7 semester hours ECE/CD plus level I approved portfolio activities.	TOTAL CREDIT HOURS: 18		
EDU 144 Child Development I	3	0	3				
EDU 145 Child Development II	3	0	3				
EDU 261 Early Childhood Admin I	2	0	2				
EDU 262 Early Childhood Admin II	3	0	3				
<i>Select one of the following options:</i>							
Option A							
EDU 111 Early Childhood Cred I	2	0	2				
AND							
EDU 112 Early Childhood Cred II	2	0	2				
Option B							
EDU 111 Early Childhood Cred I	(2)	(0)	(2)				
AND							
EDU 113 Family/Early Child Cred	(2)	(0)	(2)				
Option C							
EDU 119 Early Childhood Ed	(4)	(0)	(4)				
	18	0	18				

EARLY CHILDHOOD ASSOCIATE - EARLY CHILDHOOD

C 55 22 0

Certificate

Day and Evening

The Early Childhood Associate Certificate prepares individuals to work with children from infancy to middle childhood in diverse learning environments. Students will experience the foundation for Early Childhood Development.

The course work includes child growth and development; care and guidance of children; and an elective in an area of interest for the working professional. Course work includes alternative delivery instruction options.

Certificate graduates can identify appropriate practices in the early childhood setting based on a theoretical foundation. The Certificate is a part of the Early Childhood Career Development Continuum.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
ACA 111 College Student Success	1	0	1	<i>Select a minimum of 3 additional semester credits from the courses below:</i>			
EDU 144 Child Development I	3	0	3	EDU 131 Child, Family, & Commun	3	0	3
EDU 145 Child Development II	3	0	3	EDU 151 Creative Activities	3	0	3
EDU 146 Child Guidance	3	0	3	EDU 153 Health, Safety, & Nutrit	3	0	3
<i>Select one of the following options:</i>				EDU 221 Children with Sp Needs	3	0	3
Option A				EDU 261 Early Childhood Admin I	2	0	2
EDU 119 Early Childhood Ed	4	0	4	EDU 234 Infants, Toddlers, & Two's	3	0	3
Option B				TOTAL CREDIT HOURS: 17 Minimum			
EDU 111 Early Childhood Cred I	(2)	(0)	(2)				
AND							
EDU 112 Early Childhood Cred II	(2)	(0)	(2)				
Option C							
EDU 111 Early Childhood Cred I	(2)	(0)	(2)				
AND							
EDU 113 Family/Early Child Cred	(2)	(0)	(2)				
	14	0	14				

EARLY CHILDHOOD ASSOCIATE - EARLY LITERACY

C 55 22 0 L

Certificate

Day and Evening

Pending State Board approval, this curriculum will be offered as a Forsyth Technical Community College curriculum beginning fall 2002.

The Early Literacy Certificate is a concentration under the curriculum of Early Childhood Associate. This certificate prepares individuals to work with children from preschool to the third grade in diverse learning environments. The focus is on the developmental aspects of literacy.

Course work includes child growth and development, cognitive and language development, children's literature, and child guidance. Practical experiences in early childhood classrooms is required.

Certificate graduates are prepared to implement developmentally appropriate strategies to enhance the development of literacy. Employment opportunities include childcare programs, preschools, public and private schools, Head Start programs, and school-age programs.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Gr					Cl	Lb	Gr
COE 111	Co-op Work Experience I			0	10	1	Select one of the following options:						
EDU 146	Child Guidance			3	0	3	Option A						
EDU 185	Cognitive & Lang Act			3	0	3	EDU 111	Early Childhood Cred I			2	0	2
EDU 280	Literacy Experiences			3	0	3	AND						
EDU 280A	Literacy Exp Lab			0	2	1	EDU 112	Early Childhood Cred II			2	0	2
EDU 282	Early Childhood Lit			3	0	3	Option B						
							EDU 111	Early Childhood Cred I			(2)	(0)	(2)
							AND						
							EDU 113	Family/Early Childhood Cred			(2)	(0)	(2)
							Option C						
							EDU 119	Early Childhood Ed			(4)	(0)	(4)
							16 12 18						

TOTAL CREDIT HOURS: 18

EARLY CHILDHOOD ASSOCIATE - SCHOOL AGE

C 55 22 0 S

Certificate

Day and Evening

The School Age Certificate is a concentration under the curriculum of Early Childhood Associate. This certificate prepares individuals to work with children from preschool to middle childhood in diverse learning environments.

Course work includes child growth and development, physical/nutritional needs of children, care and guidance of children, and communication with parents and teachers. Students will foster the cognitive/language, physical motor, social/emotional and creative development.

Certificate graduates are prepared to plan and implement developmentally appropriate programs in early childhood and school age settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreation centers, Head Start Programs and school-age programs.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
EDU 145 Child Development II	3	0	3	Electives			
EDU 146 Child Guidance	3	0	3	<i>Select one from:</i>			
EDU 221 Children with Sp Needs	3	0	3	EDU 131 Child, Family, & Commun	3	0	3
EDU 235 School-Age Dev & Program	2	0	2	EDU 153 Health, Safety, & Nutrit	3	0	3
<i>Select one of the following options:</i>				EDU 261 Early Child Admin I	2	0	2
Option A				EDU 263 Dev School-Age Prog	2	0	2
EDU 111 Early Childhood Cred I	2	0	2	EDU 275 Effective Teach Train	2	0	2
AND				TOTAL CREDIT HOURS: 17 Minimum			
EDU 112 Early Childhood Cred II	2	0	2				
Option B							
EDU 111 Early Childhood Cred I	(2)	(0)	(2)				
AND							
EDU 113 Family/Early Childhood Cred	(2)	(0)	(2)				
Option C							
EDU 119 Early Childhood Ed	(4)	(0)	(4)				
	15	0	15				

EARLY CHILDHOOD ASSOCIATE - SPECIAL EDUCATION

C 55 22 0 SE

Certificate

Day and Evening

Pending State Board approval, this curriculum will be offered as a Forsyth Technical Community College curriculum beginning fall 2002.

The Special Education Certificate is a concentration under the curriculum of Early Childhood Associate. This certificate prepares individuals to work with special needs children from birth to third grade in a diverse family or learning environment. The focus is on developmentally appropriate inclusion practices for all children.

Course work includes child growth and development, foundations in early education, child guidance, and inclusion of children with differing physical, social, emotional, and academic needs. A practical experience in early childhood classrooms is required.

Certificate graduates are prepared to plan, implement, and/or assist in implementing developmentally appropriate strategies to enhance development and learning for all children. Employment opportunities include childcare programs, preschools, public and private schools, Head Start programs, and school-age programs.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
COE 111	Co-op Work Experience I		0	10	1	<i>Select one of the following options:</i>					
EDU 144	Child Development I		3	0	3	Option A					
EDU 145	Child Development II		3	0	3	EDU 111	Early Childhood Cred I		2	0	2
EDU 146	Child Guidance		3	0	3	AND					
EDU 221	Children with Sp Needs		3	0	3	EDU 112	Early Childhood Cred II		2	0	2
						Option B					
						EDU 111	Early Childhood Cred I	(2)	(0)	(2)	
						AND					
						EDU 113	Family/Early Childhood Cred	(2)	(0)	(2)	
						Option C					
						EDU 119	Early Childhood Ed	(4)	(0)	(4)	
									16	10	17

TOTAL CREDIT HOURS: 17

ELECTRICAL/ELECTRONICS TECHNOLOGY

D 35 22 0

Diploma

Day

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SUMMER			
BPR 130	Blueprint Reading/Const	1	2	2	ELC 115	Industrial Wiring	2 6 4
ELC 112	DC/AC Electricity	3	6	5	ELN 229	Industrial Electronics	2 4 4
ELC 113	Basic Wiring I	2	6	4			4 10 8
ISC 115	Construction Safety	2	0	2			
MAT 101	Applied Mathematics I	2	2	3			
		10	16	16			
SPRING				Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :			
ELC 114	Basic Wiring II	2	6	4	1. One unit of algebra recommended.		
ELC 117	Motors and Controls	2	6	4	TOTAL CREDIT HOURS: 39		
ELC 118	National Electrical Code	1	2	2			
ENG 101	Applied Communications I	3	0	3			
ISC 112	Industrial Safety	2	0	2			
		10	14	15			

ELECTRICAL/ELECTRONICS TECHNOLOGY

C 35 22 0

Certificate

Day

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SPRING			
ELC 112 DC/AC Electricity	3	6	5	ELC 114 Basic Wiring II	2	6	4
ELC 113 Basic Wiring I	2	6	4	ELC 118 National Electrical Code	1	2	2
	5	12	9		3	8	6

TOTAL CREDIT HOURS: 15

ELECTRONIC SERVICING TECHNOLOGY

D 50 12 0

Diploma

Day

The Electronic Servicing Technology curriculum is designed to provide basic knowledge and skills required in the installation, maintenance, and servicing of electronic components and systems. Men and women will gain entry level skills necessary for success in an ever changing high-technology world.

Students will learn to install, maintain, and service components in both consumer and industrial electronic fields. This includes but is not limited to radios, television, audio/video equipment, digital and microprocessor controlled systems, computers, and monitors.

Graduates should qualify for employment in a wide variety of businesses and industries that require electronic servicing technicians. Opportunities exist in areas such as consumer electronic repairs, business systems, and industrial electronic servicing.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Gr					Cl	Lb	Gr
FALL							SUMMER						
ELC	140	Fund. of DC/AC Circuits		5	6	7	ELN	142	Video Systems		7	9	10
ELN	140	Semiconductor Devices		4	6	6	ENG	101	Applied Communications I		3	0	3
MAT	101	Applied Mathematics I		2	2	3					10	9	13
				11	14	16							
SPRING							Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :						
ELN	141	Digital Fundamentals		4	6	6	1. One unit of algebra recommended.						
ELN	241	Consumer Electronics		4	6	6							
ELN	243	Communication Electronics		2	3	3	TOTAL CREDIT HOURS: 48						
PHY	102	Fundamentals of Physics II		3	2	4							
				13	17	19							

ELECTRONICS ENGINEERING TECHNOLOGY

A 40 20 0

Associate in Applied Science

Day

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication system, and power electronic systems.

A broad based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET). TAC/ABET offices are located and can be reached at 111 Market Place, Suite 1050, Baltimore, MD 21202.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year											
CIS	111	Basic PC Literacy	1	2	2	FALL - 2nd Year					
EGR	131	Intro to Electronics Tech	1	2	2	ELN	229	Industrial Electronics	2	4	4
ELC	131	DC/AC Circuit Analysis	4	3	5	ELN	232	Intro to Microprocesors	3	3	4
ELC	131A	DC/AC Circuit Analysis Lab	0	3	1	ELN	237	Local Area Networks	2	3	3
ENG	111	Expository Writing	3	0	3	---	---	Humanities/Fine Arts			
MAT	121	Algebra/Trigonometry I	2	2	3			Elective (See your advisor.)	3	0	3
			11	12	16				10	10	14
SPRING - 1st Year											
CET	111	Computer Upgrade/Repair I	2	3	3	SPRING - 2nd Year					
ELN	131	Electronic Devices	3	3	4	ELN	233	Microprocessor Systems	3	3	4
MAT	122	Algebra/Trigonometry II	2	2	3	ELN	260	Prog Logic Controllers	3	3	4
PHY	131	Physics-Mechanics	3	2	4	ENG	114	Prof Research & Reporting	3	0	3
PSY	118	Interpersonal Psychology	3	0	3	PHY	133	Physics-Sound & Light	3	2	4
			13	10	17				12	8	15
SUMMER - 1st Year											
ELN	132	Linear IC Applications	3	3	4	Additional admissions requirements to those listed					
ELN	133	Digital Electronics	3	3	4	on pages 9 and 10 in the <i>College Catalog</i> :					
MAT	223	Applied Calculus	2	2	3	1. One unit of algebra.					
			8	8	11	2. High school physics recommended.					
TOTAL CREDIT HOURS: 73											

ELECTRONICS ENGINEERING TECHNOLOGY

A 40 20 0

Associate in Applied Science

Evening

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication system, and power electronic systems.

A broad based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET). TAC/ABET offices are located and can be reached at 111 Market Place, Suite 1050, Baltimore, MD 21202.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 3rd Year						
CIS	111	Basic PC Literacy		1	2	2	ELN	133	Digital Electronics		3	3	4
EGR	131	Intro to Electronics Tech		1	2	2	---	---	Humanities/Fine Arts				
MAT	121	Algebra and Trigonometry		2	2	3			Elective (See your advisor.)		3	0	3
				4	6	7					6	3	7
SPRING - 1st Year							SPRING - 3rd Year						
ELC	131	DC/AC Circuit Analysis		4	3	5	ELN	229	Industrial Electronics		2	4	4
ELC	131A	DC/AC Circuit Analysis Lab		0	3	1	MAT	223	Applied Calculus		2	2	3
				4	6	6					4	6	7
SUMMER - 1st Year							SUMMER - 3rd Year						
MAT	122	Algebra/Trigonometry II		2	2	3	ENG	114	Prof Research & Reporting		3	0	3
				2	2	3	PSY	118	Interpersonal Psychology		3	0	3
											6	0	6
FALL - 2nd Year							FALL - 4th Year						
ENG	111	Expository Writing		3	0	3	ELN	232	Intro to Microprocessors		3	3	4
PHY	131	Physics-Mechanics		3	2	4	PHY	133	Physics-Sound & Light		3	2	4
				6	2	7					6	5	8
SPRING - 2nd Year							SPRING - 4th Year						
CET	111	Computer Upgrade/Repair I		2	3	3	ELN	233	Microprocessor Systems		3	3	4
ELN	131	Electronic Devices		3	3	4	ELN	260	Prog Logic Controllers		3	3	4
				5	6	7					6	6	8
SUMMER - 2nd Year													
ELN	132	Linear IC Applications		3	3	4							
				3	3	4							

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SUMMER - 4th Year

ELN 237	Local Area Networks	2	3	3
-		2	3	3

TOTAL CREDIT HOURS: 73

ELECTRONICS ENGINEERING TECHNOLOGY

C 40 20 0

Certificate

Day and Evening

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication system, and power electronic systems.

A broad based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL					SUMMER				
ELC	131 DC/AC Circuit Analysis	4	3	5	ELN	133 Digital Electronics	3	3	4
MAT	121 Algebra/Trigonometry I	2	2	3			3	3	4
		6	5	8					
					TOTAL CREDIT HOURS: 16				
SPRING									
ELN	131 Electronic Devices	3	3	4					
		3	3	4					

EMERGENCY MEDICAL SCIENCE

A 45 34 0

Associate in Applied Science

Day

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Course Title		Hours Per Week				Course Title		Hours Per Week			
		Cl	Lb	Cr				Cl	Lb	Cr	
FALL - 1st Year						FALL - 2nd Year					
BIO 168	Anatomy and Physiology I	3	3	0	4	COE 131	Co-op Work Experience III	0	0	10	1
CIS 111	Basic PC Literacy	1	2	0	2	EMS 220	Cardiology	2	6	0	4
EMS 110	EMT Basic	5	6	0	7	EMS 232	EMS Hospital Clinical III	0	0	6	2
ENG 111	Expository Writing	3	0	0	3	EMS 240	Special Needs Patients	1	2	0	2
		12	11	0	16	PSY 118	Interpersonal Psychology	3	0	0	3
						OR					
SPRING - 1st Year						PSY 150	General Psychology	(3)	(0)	(0)	(3)
BIO 169	Anatomy and Physiology II	3	3	0	4			6	8	16	12
EMS 120	Intermediate Intervention	2	3	0	3	SPRING - 2nd Year					
EMS 121	Clinical Practicum I	0	0	6	2	COE 211	Co-op Work Experience IV	0	0	10	1
EMS 130	Pharmacology I for EMS	1	3	0	2	COM 120	Interpersonal Comm	3	0	0	3
EMS 131	Adv Airway Management	1	2	0	2	OR					
PHI 240	Intro to Ethics	3	0	0	3	COM 231	Public Speaking	(3)	(0)	(0)	(3)
		10	11	6	16	OR					
SUMMER - 1st Year						ENG 115	Oral Communications	(3)	(0)	(0)	(3)
COE 121	Co-op Work Experience II	0	0	10	1	EMS 140	Rescue Scene Management	1	3	0	2
EMS 150	Emerg Vehicles & EMS Comm	1	3	0	2	EMS 242	EMS Hospital Clinical IV	0	0	6	2
EMS 210	Advanced Patient Assessment	1	3	0	2	EMS 250	Adv Medical Emergencies	2	3	0	3
EMS 222	EMS Hospital Clinical II	0	0	6	2	EMS 270	Lifespan Emergencies	2	2	0	3
EMS 260	Advanced Trauma Emergencies	1	3	0	2			8	8	16	14
		3	9	16	9	SUMMER - 2nd Year					
						EMS 235	EMS Management	2	0	0	2
						EMS 285	EMS Capstone	1	3	0	2
								3	3	0	4

TOTAL CREDIT HOURS: 71

EMERGENCY MEDICAL SCIENCE/BRIDGING PROGRAM

A 45 34 0

Associate in Applied Science

Day

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Course Title	Hours Per Week				
	Cl	Lb	Gr		
FALL - 1st Year					
BIO 168 Anatomy and Physiology	3	3	0	4	
CIS 111 Basic PC Literacy	1	2	0	2	
EMS 280 EMS Bridging	2	2	0	3	
ENG 111 Expository Writing	3	0	0	3	
	9	7	0	12	

SPRING - 1st Year

BIO 169 Anatomy and Physiology II	3	3	0	4	
COM 120 Interpersonal Comm	3	0	0	3	
OR					
COM 231 Public Speaking	(3)	(0)	(0)	(3)	
OR					
ENG 115 Oral Communications	(3)	(0)	(0)	(3)	
EMS 140 Rescue Scene Management	1	3	0	2	
PHI 240 Intro to Ethics	3	0	0	3	
	10	6	0	12	

SUMMER - 1st Year

EMS 235 EMS Management	2	0	0	2	
PSY 118 Interpersonal Psychology	3	0	0	3	
OR					
PSY 150 General Psychology	(3)	(0)	(0)	(3)	
	5	0	0	5	

Prerequisites for admission to the EMS bridging program include the following:

1. EMT-P certification.
2. Advanced Cardiac Life Support certification.
3. Basic Trauma Life Support certification.
4. Pediatric Advanced Life Support certification.
5. Documentation of 4000 hours patient care contact (1.5 years working a 24/48 hour schedule).

TOTAL CREDIT HOURS: 29

FILM AND VIDEO PRODUCTION TECHNOLOGY

A 30 14 0

Associate in Applied Science

Day

This consortium curriculum is offered to students at Forsyth Technical Community College through an agreement with **Piedmont Community College**.

The Film and Video Production Technology curriculum prepares students for entry-level employment in production support and selected technical areas of film, video and associated media production. Instruction provides training for entry-level crew and/or production and post-production assistants in many moving image media forms.

The first year content includes exposure to the entire production process. Students are taught by industry professionals who provide extensive hands-on instruction. In the second year, students receive professional training by performing in various crew positions on actual production projects.

Graduates may find employment as entry-level crew and/or production assistants in: feature and short films, commercials, and industrial, educational, and documentary productions. Other opportunities include entry-level employment in pre-production and post-production areas for video, multimedia, and editing.

First year courses are held either at Forsyth Tech or North Carolina School of the Arts.

Course Title			Hours Per Week				Course Title			Hours Per Week			
			Cl	Lb	Cn	Cr				Cl	Lb	Cn	Cr
FALL - 1st Year													
Forsyth Tech Campus:													
ACA	111	College Student Success	1	0	0	1							
CIS	110	Introduction to Computers	2	2	0	3							
OR													
CIS	111	Basic PC Literacy	(1)	(2)	0	(2)							
ENG	111	Expository Writing	3	0	0	3							
FVP	111	Intro to Film and Video	2	3	0	3							
FVP	112	Art Dept Operations I	1	4	0	3							
N.C. School of the Arts Campus:													
FVP	113	Grip & Electrical I	1	4	0	3							
FVP	114	Camera & Lighting	2	2	0	3							
			12	16	0	19							
			(11)	(16)	(0)	(18)							
SPRING - 1st Year													
Forsyth Tech Campus:													
ENG	115	Oral Communication	3	0	0	3							
FVP	120	Art Dept Operations II	1	4	0	3							
---	---	Social/Behavioral Sciences											
---	---	Elective (See your advisor.)	3	0	0	3							
N.C. School of the Arts Campus:													
FVP	115	Camera & Lighting II	2	3	0	3							
FVP	116	Sound Operations	2	3	0	3							
FVP	130	Grip and Electrical II	1	4	0	3							
			12	14	0	18							
SUMMER - 1st Year													
From this point on, all course work will be taken at Piedmont Community College.													
Students may elect to take co-op work experiences or production techniques during the SUMMER term.													
FALL - 2nd Year													
COE	112	Co-op Work Experience I	0	0	20	2							
AND													
COE	115	Work Experience Seminar I	1	0	0	1							
OR													
FVP	117	Make-up & Wardrobe	(2)	(3)	(0)	(3)							
COE	122	Co-op Work Experience II	0	0	20	2							
AND													
COE	125	Work Experience Seminar II	1	0	0	1							
OR													
FVP	211	Continuity & Locations	(2)	(3)	(0)	(3)							
FVP	212	Production Techniques I	1	12	0	5							
FVP	220	Editing I	2	3	0	3							
MAT	115	Mathematical Models	3	0	0	3							
---	---	Humanities/Fine Arts											
---	---	Elective (See your advisor.)	2	0	0	3							
			*	*	*	20							
			(20)										

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Course Title			Hours Per Week			
			Cl	Lb	Cn	Cr
SPRING - 2nd Year						
FVP	213	Production Techniques II	1	12	0	5
FVP	215	Production Management	2	3	0	3
FVP	118	AV for Institutions	2	3	0	3
OR						
FVP	221	Editing II	(2)	(3)	(0)	(3)
OR						
FVP	227	Multimedia Production	(2)	(3)	(0)	(3)
FVP	238	Software Apps for FVP	2	3	0	3
---	---	Free Elective	3	0	0	3
			10	21	0	17
			(10)	(21)	(0)	(17)

* Hours vary depending on course selection.

TOTAL CREDIT HOURS: 74

FIRE PROTECTION TECHNOLOGY

A 55 24 0

Associate in Applied Science

Evening

This consortium curriculum is offered to students at Forsyth Technical Community College through an agreement with **Guilford Technical Community College**.

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

Course Title				Hours Per Week				Course Title				Hours Per Week			
				Cl	Lb	Cr						Cl	Lb	Cr	
FALL - 1st Year								SUMMER - 1st Year							
CIS 110	Introduction to Computers			2	2	3		FIP 160	Fire Protection/Elec			2	0	2	
OR								FIP 160A	Fire Protection/Elec Lab			0	2	1	
CIS 111	Basic PC Literacy	(1)	(2)	(2)				FIP 164	OSHA Standards			2	0	2	
COM 120	Interpersonal Communication	3	0	3				FIP 220	Fire Fighting Strategies			3	0	3	
ENG 111	Expository Writing	3	0	3				---	Social/Behavioral Sciences						
FIP 120	Intro to Fire Protection	2	0	2					Elective (See your advisor.)			3	0	3	
FIP 132	Building Construction	3	0	3								10	2	11	
				13	2	14									
				(12) (2) (13)				FALL - 2nd Year							
SPRING - 1st Year								FIP 148	Fixed & Port Exting Sys			2	2	3	
ENG 112	Argument-Based Research	3	0	3				FIP 152	Fire Protection Law			2	0	2	
OR								FIP 230	Chem of Hazardous Mat I			5	0	5	
ENG 114	Prof Research & Reporting	(3)	(0)	(3)				FIP 276	Managing Fire Services			3	0	3	
FIP 124	Fire Prevention & Public Ed	3	0	3				---	Humanities/Fine Arts						
FIP 128	Detection & Investigation	3	0	3					Elective (See your advisor.)			3	0	3	
FIP ---	Elective*	**	**	**								15	2	16	
MAT 115	Mathematical Models	2	2	3				SPRING - 2nd Year							
OR								FIP 136	Inspections & Codes			3	0	3	
MAT 140	Survey of Mathematics	(3)	(0)	(3)				FIP 144	Sprinklers & Auto Alarms			2	2	3	
				**	**	**		FIP 224	Instructional Methodology			3	0	3	
								FIP 232	Hydraulics & Water Dist			2	2	3	
								FIP 244	Fire Protection Project			3	0	3	
								FIP ---	Elective*			**	**	**	
												**	**	**	

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Course Title	Hours Per Week		
	Cl	Lb	Cr
*Select 6 semester hour credits from the following:			
FIP 140 Industrial Fire Protect	2	0	2
FIP 176 HazMat: Operations	4	0	4
FIP 180 Wildland Fire Behavior	3	0	3
FIP 188 Intro to Wildland Fires	3	2	4
FIP 221 Adv Fire Fighting Strat	3	0	3
FIP 228 Local Govt Finance	2	0	2
FIP 231 Chem of Hazardous Mat II	4	2	5
FIP 236 Emergency Management	2	0	2
FIP 240 Fire Service Supervision	2	0	2
FIP 256 Munic Public Relations	2	0	2
FIP 264 Flam Prop & Mat Rating	1	4	3

Some courses will be taught only on the Guilford Technical Community College campus. The location of specific courses was not available at time of printing.

** Hours vary depending on course selection.

TOTAL CREDIT HOURS: 74 Minimum

GENERAL OCCUPATIONAL TECHNOLOGY

A 55 28 0

Associate in Applied Science

Day and Evening

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree level courses offered by the College.

Graduates will become more effective workers, be better qualified for advancements within their field of employment, or become qualified for a wide range of entry level employment opportunities.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
GENERAL EDUCATION12													
1. English3													
ENG	111	Expository Writing		3	0	3							
ENG	112	Argument-Based Research		3	0	3							
2. Humanities/Fine Arts Elective3													
ART	111	Art Appreciation		3	0	3							
ENG	131	Introduction to Literature		3	0	3							
FRE	111	Elementary French I		3	0	3							
HUM	110	Technology and Society		3	0	3							
HUM	121	The Nature of America		3	0	3							
HUM	150	American Womens Studies		3	0	3							
HUM	160	Introduction to Film		2	2	3							
HUM	170	The Holocaust		3	0	3							
HUM	220	Human Values and Meaning		3	0	3							
MUS	110	Music Appreciation		3	0	3							
PHI	215	Philosophical Issues		3	0	3							
PHI	240	Introduction to Ethics		3	0	3							
REL	110	World Religions		3	0	3							
SPA	111	Elementary Spanish I*		3	0	3							
3. Social/Behavioral Sciences Elective3													
ANT	210	General Anthropology		3	0	3							
ANT	220	Cultural Anthropology		3	0	3							
ECO	151	Survey of Economics		3	0	3							
ECO	251	Prin of Microeconomics		3	0	3							
ECO	252	Prin of Macroeconomics		3	0	3							
HIS	121	Western Civilization I		3	0	3							
HIS	122	Western Civilization II		3	0	3							
HIS	131	American History I		3	0	3							
HIS	132	American History II		3	0	3							
POL	120	American Government		3	0	3							
PSY	118	Interpersonal Psychology		3	0	3							
PSY	141	Psych of Death and Dying		3	0	3							
PSY	150	General Psychology		3	0	3							

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OTHER MAJOR HOURS5 Minimum

CIS 110 Introduction to Computers 2 2 3

OR

CIS 111 Basic PC Literacy (1) (2) (2)

ENG 115 Oral Communication 3 0 3

OR

Equivalent

*SPA 110 (Introduction to Spanish) is strongly recommended as a prerequisite to SPA 111.

TOTAL CREDIT HOURS: 64 Minimum

GENERAL OCCUPATIONAL TECHNOLOGY

D 55 28 0

Diploma

Day and Evening

This curriculum provides individuals with an opportunity to upgrade their skills and to earn a diploma by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree level courses offered by the College.

Graduates will become more effective workers, be better qualified for advancements within their field of employment or become qualified for a wide range of entry level employment opportunities.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
GENERAL EDUCATION6	OTHER REQUIRED HOURS3
1. English3	3 semester hours of electives, orientation, or study skills.			
ENG 111 Expository Writing	3	0	3				
ENG 115 Oral Communication	3	0	3				

TOTAL CREDIT HOURS: 39 Minimum

- 2. Elective****.3**
 These hours may be taken from reading, writing, oral communications, fundamental mathematical skills, and basic use of computers.

MAJOR HOURS30

- 1. Core** - 18 semester hours must be taken from the curriculum program subject/course core that the student is aspiring to complete.
- 2. Concentration** - 12 semester hour must be taken from the curriculum program's subjects and/or courses. The majority of these hours must be unique to the concentration and are in addition to the required subject/course core.

GLOBAL LOGISTICS TECHNOLOGY

A 25 17 0

Associate in Applied Science

Day

The Global Logistics Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, and manufacturing organizations. Classroom instruction, field of study experiences, and practical laboratory applications of logistics management and global technology capabilities are included in the program of study.

Course work includes computer applications, accounting, business law, economics, management, industrial sciences, and international studies. Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools.

Graduates should qualify for positions in a wide range of government agencies, manufacturing, and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation coordinators, and logistics analysts. Upon completion, graduates may be eligible for certification credentials through APICS and AST&L.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
BUS	115	Business Law I		3	0	3	ACC	120	Prin of Accounting I		3	2	4
BUS	137	Principles of Management		3	0	3	CIS	152	Database Concepts & Apps		2	2	3
ENG	111	Expository Writing		3	0	3	INT	110	International Business		3	0	3
LOG	110	Introduction to Logistics		3	0	3	LOG	235	Traffic Management		3	0	3
MAT	115	Mathematical Models		2	2	3	LOG	240	Purchasing Logistics		3	0	3
				14	2	15					14	4	16
SPRING - 1st Year							SPRING - 2nd Year						
BUS	151	People Skills		3	0	3	BUS	231	Computerized Inventory		2	2	3
CIS	111	Basic PC Literacy		1	2	2	HUM	110	Technology & Society		3	0	3
ENG	114	Prof Research & Reporting		3	0	3	LOG	250	Advanced Global Logistics		3	2	4
LOG	125	Transportation Logistics		3	0	3	---	---	Elective (See your advisor.)		3	0	3
LOG	215	Supply Chain Management		3	0	3					11	4	13
PSY	118	Interpersonal Psychology		3	0	3	TOTAL CREDIT HOURS: 64						
				16	2	17							
SUMMER - 1st Year													
CIS	120	Spreadsheet I		2	2	3							
				2	2	3							

GLOBAL LOGISTICS TECHNOLOGY

A 25 17 0

Associate in Applied Science

Evening

The Global Logistics Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, and manufacturing organizations. Classroom instruction, field of study experiences, and practical laboratory applications of logistics management and global technology capabilities are included in the program of study.

Course work includes computer applications, accounting, business law, economics, management, industrial sciences, and international studies. Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools.

Graduates should qualify for positions in a wide range of government agencies, manufacturing, and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation coordinators, and logistics analysts. Upon completion, graduates may be eligible for certification credentials through APICS and AST&L.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year						FALL - 3rd Year					
ENG 111	Expository Writing		3	0	3	INT 110	International Business		3	0	3
LOG 110	Introduction to Logistics		3	0	3	LOG 125	Transportation Logistics		3	0	3
			6	0	6				6	0	6
SPRING - 1st Year						SPRING - 3rd Year					
CIS 111	Basic PC Literacy		1	2	2	CIS 120	Spreadsheet I		2	2	3
MAT 115	Mathematical Models		2	2	3	LOG 215	Supply Chain Management		3	0	3
			3	4	5				5	2	6
SUMMER - 1st Year						SUMMER - 3rd Year					
BUS 115	Business Law I		3	0	3	BUS 231	Computerized Inventory		2	2	3
PSY 118	Interpersonal Psychology		3	0	3				2	2	3
			6	0	6						
FALL - 2nd Year						FALL - 4th Year					
ACC 120	Prin of Accounting I		3	2	4	LOG 235	Traffic Management		3	0	3
BUS 137	Principles of Management		3	0	3	LOG 240	Purchasing Logistics		3	0	3
			6	2	7				6	0	6
SPRING - 2nd Year						SPRING - 4th Year					
CIS 152	Data Concepts & Apps		2	2	3	LOG 250	Advanced Global Logistics		3	2	4
ENG 114	Prof Research & Reporting		3	0	3	----	Elective (See your advisor.)		3	0	3
			5	2	6				6	2	7
SUMMER - 2nd Year						TOTAL CREDIT HOURS: 64					
BUS 151	People Skills		3	0	3						
HUM 110	Technology & Society		3	0	3						
			6	0	6						

GRAPHIC ARTS AND IMAGING TECHNOLOGY

A 30 18 0

Associate in Applied Science

Day

The Graphic Arts and Imaging Technology curriculum is designed to provide students with knowledge and skills necessary for employment in the printing, publishing, packaging, and related industries.

Students will receive hands-on training in computer publishing, imaging technology, offset lithography, screen printing, and emerging printing technologies. Training may also include flexography, graphic design, and multimedia.

Graduates should qualify for career opportunities within the printing and publishing industries.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year						FALL - 2nd Year					
CIS 111	Basic PC Literacy		1	2	2	ENG 114	Prof Research & Reporting		3	0	3
GRA 110	Graphic Arts Orientation		2	0	2	GRA 153	Computer Graphics III		1	3	2
GRA 112	Graphic Problem Solving		2	0	2	GRA 163	Computer Graphics Apps III		0	3	1
GRA 121	Graphic Arts I		2	4	4	GRA 257	Image Manipulation III		1	3	2
GRA 130	Print Career Exploration		1	0	1	PRN 155	Screen Printing I		1	3	2
GRD 141	Graphic Design I		2	4	4	PRN 221	Offset Press Operations		1	4	3
			10	10	15	---	Humanities/Fine Arts Elective*		3	0	3
									10	16	16
SPRING - 1st Year						SPRING - 2nd Year					
ENG 111	Expository Writing		3	0	3	BUS 230	Small Business Management		3	0	3
GRA 151	Computer Graphics I		1	3	2	GRA 154	Computer Graphics IV		1	3	2
GRA 161	Computer Graphics Apps I		0	3	1	GRA 164	Computer Graphics Apps IV		0	3	1
GRA 221	Graphic Arts II		2	4	4	PRN 131	Flexography I		2	4	4
GRA 255	Image Manipulation I		1	3	2	PRN 240	Print Estimating/Planning		3	0	3
MAT 115	Mathematical Models		2	2	3	PSY 118	Interpersonal Psychology		3	0	3
			9	15	15				12	10	16
SUMMER - 1st Year						*Humanities/Fine Arts Elective					
GRA 152	Computer Graphics II		1	3	2	Select from ART 111, ENG 125, ENG 131, HUM 110,					
GRA 162	Computer Graphics Apps II		0	3	1	HUM 121, HUM 160, PHI 215, PHI 240, SPA 111, or					
GRA 222	Graphic Arts III		2	4	4	SPA 141.					
GRA 256	Image Manipulation II		1	3	2	TOTAL CREDIT HOURS: 71					
			4	13	9						

GRAPHIC ARTS AND IMAGING TECHNOLOGY

D 30 18 0

Diploma

Day

The Graphic Arts and Imaging Technology curriculum is designed to provide students with knowledge and skills necessary for employment in the printing, publishing, packaging, and related industries.

Students will receive hands-on training in computer publishing, imaging technology, offset lithography, screen printing, and emerging printing technologies. Training may also include flexography, graphic design, and multimedia.

Graduates should qualify for career opportunities within the printing and publishing industries.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL						SUMMER					
CIS	111	Basic PC Literacy	1	2	2	GRA	152	Computer Graphics II	1	3	2
GRA	110	Graphic Arts Orientation	2	0	2	GRA	162	Computer Graphics Apps II	0	3	1
GRA	112	Graphics Problem Solving	2	0	2	GRA	222	Graphics Arts III	2	4	4
GRA	121	Graphic Arts I	2	4	4	GRA	256	Image Manipulation II	1	3	2
GRA	130	Print Career Exploration	1	0	1				4	13	9
GRD	141	Graphic Design I	2	4	4						
			10	10	15	TOTAL CREDIT HOURS: 39					

SPRING

ENG	101	Applied Communications I	3	0	3
GRA	151	Computer Graphics I	1	3	2
GRA	161	Computer Graphics Apps I	0	3	1
GRA	221	Graphic Arts II	2	4	4
GRA	255	Image Manipulation I	1	3	2
MAT	101	Applied Mathematics I	2	2	2
			9	15	15

GRAPHIC ARTS AND IMAGING TECHNOLOGY - ELECTRONIC PUBLISHING

C 30 18 0

Certificate

Evening

The Graphic Arts and Imaging Technology curriculum is designed to provide students with knowledge and skills necessary for employment in the printing, publishing, packaging, and related industries.

Students will receive hands-on training in computer publishing, imaging technology, offset lithography, screen printing, and emerging printing technologies. Training may also include flexography, graphic design, and multimedia.

Graduates should qualify for career opportunities withing the printing and publishing industries.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL							SUMMER						
GRA	151	Computer Graphics I		1	3	2	GRA	153	Computer Graphics III		1	3	2
GRA	161	Computer Graphic Apps I		0	3	1					1	3	2
GRA	255	Image Manipulation I		1	3	2	TOTAL CREDIT HOURS: 12						
				2	9	5							
SPRING													
GRA	152	Computer Graphics II		1	3	2							
GRA	162	Computer Graphic Apps II		0	3	1							
GRA	256	Image Manipulation II		1	3	2							
				2	9	5							

HEAVY EQUIPMENT AND TRANSPORT TECHNOLOGY

D 60 24 0

Diploma

Day

The Heavy Equipment and Transport Technology curriculum is designed to prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair medium and heavy duty vehicles.

The course work includes the purpose, construction features, and principles of operation of medium and heavy duty vehicles.

Graduates of the curriculum should qualify for entry level employment opportunities in a dealership, fleet shop, or independent garage as a technician. Graduates that have met the work experience requirement should also be prepared to take the ASE certification exam.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL					SUMMER				
HET 110	Diesel Engines	3	9	6	HET 114	Power Trains	3	6	5
HET 112	Diesel Electrical Systems	3	6	5	HET 233	Suspension and Steering	2	4	4
HET 125	Preventive Maintenance	1	3	2	HYD 112	Hydraulics/Med/Heavy Duty	<u>1</u>	<u>2</u>	<u>2</u>
HET 230	Air Brakes	<u>1</u>	<u>2</u>	<u>2</u>			6	12	11
		8	20	15	TOTAL CREDIT HOURS: 41				
SPRING									
ELN 112	Diesel Electronics System	2	6	4					
ENG 101	Applied Communications I	3	0	3					
HET 116	Air Cond/Diesel Equip	1	2	2					
HET 119	Mechanical Transmissions	2	2	3					
MAT 101	Applied Mathematics I	<u>2</u>	<u>2</u>	<u>2</u>					
		10	12	15					

HEAVY EQUIPMENT AND TRANSPORT TECHNOLOGY

C 60 24 0

Certificate

Day and Evening

The Heavy Equipment and Transport Technology curriculum is designed to prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair medium and heavy duty vehicles.

The course work includes the purpose, construction features, and principles of operation of medium and heavy duty vehicles.

Graduates of the curriculum should qualify for entry level employment opportunities in a dealership, fleet shop, or independent garage as a technician. Graduates that have met the work experience requirement should also be prepared to take the ASE certification exam.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL						SUMMER					
HET	110	Diesel Engines	3	2	6	HET	116	Air Cond/Diesel Equip	1	2	2
			3	9	6	HET	230	Air Brakes	1	2	2
									2	4	4
SPRING						TOTAL CREDIT HOURS: 17					
HET	112	Diesel Electrical Systems	3	6	5						
HET	125	Preventive Maintenance	1	3	2						
			4	9	7						

HORTICULTURE TECHNOLOGY

A 15 24 0

Associate in Applied Science

Day and Evening

The Horticulture Technology curriculum encompasses the study and practical application of a variety of subjects in the field of horticulture. The curriculum consists of identifying and selecting plant materials; propagating, planting, and growing plants; designing basic landscapes and planting materials at the appropriate places and in the correct manner; properly maintaining plant materials; and managing the nursery, greenhouse, and garden center. In addition, skills are developed in designing and building planters, walks, patios, fences and other landscape features. The curriculum is designed to provide students with the knowledge, skills, and attitudes that are necessary for independent, creative thinking essential to success in this field.

Various types of employers hire the graduates of this curriculum. Examples are nurseries, greenhouse operations, garden centers, landscape contractors, landscape maintenance companies, and municipal governmental agencies.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL - 1st Year					FALL - 2nd Year				
CIS 111	Basic PC Literacy	1	2	2	HOR 170	Hort Computer Apps	1	3	2
HOR 118	Equipment Op & Maint	1	3	2	PSY 118	Interpersonal Psychology	3	0	3
HOR 150	Intro to Horticulture	2	0	2	----	Minimum of 8 additional			
HOR 160	Plant Materials I	2	2	3		credit hours. (See your			
HOR 162	Applied Plant Science	2	2	3		advisor.)	*	*	*
MAT 115	Mathematical Models	2	2	3	Minimum of 13 Credit Hours				
		10	11	15	SPRING - 2nd Year				
SPRING - 1st Year					HOR 152	Horticulture Practices	0	3	1
ENG 111	Expository Writing	3	0	3	HOR 164	Hort Pest Management	2	2	3
HOR 110	Intro to Landscaping	1	2	2	----	Humanities/Fine Arts			
HOR 166	Soils & Fertilizers	2	2	3		Elective (See your advisor.)	3	0	3
HOR 168	Plant Propagation	2	2	3	----	Minimum of 8 additional			
HOR 260	Plant Materials II	2	2	3		credit hours. (See your			
		10	8	14		advisor.)	*	*	*
SUMMER - 1st Year					Minimum of 15 Credit Hours				
ENG 114	Prof Research & Reporting	3	0	3	*Hours vary depending on course selection.				
HOR 251	Insects & Diseases	2	2	3	TOTAL CREDIT HOURS: 66 Minimum				
----	Minimum of 3 additional								
	credit hours. (See your								
	advisor.)	*	*	*					
Minimum of 9 Credit Hours									

HORTICULTURE TECHNOLOGY - GREENHOUSE OPERATIONS AND MANAGEMENT

C 15 24 0 60

Certificate

Day and Evening

The Horticulture Technology curriculum encompasses the study and practical application of a variety of subjects in the field of horticulture. The curriculum consists of identifying and selecting plant materials; propagating, planting, and growing plants; designing basic landscapes and planting materials at the appropriate places and in the correct manner; properly maintaining plant materials; and managing the nursery, greenhouse, and garden center. In addition, skills are developed in designing and building planters, walks, patios, fences and other landscape features. The curriculum is designed to provide students with the knowledge, skills, and attitudes that are necessary for independent, creative thinking essential to success in this field.

Various types of employers hire the graduates of this curriculum. Examples are nurseries, greenhouse operations, garden centers, landscape contractors, landscape maintenance companies, and municipal governmental agencies.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SPRING			
HOR 134 Greenhouse Operations	2	2	3	HOR 152 Horticultural Practices	0	3	1
HOR 150 Intro to Horticulture	2	0	2	HOR 168 Plant Propagation	2	2	3
HOR 160 Plant Materials I	2	2	3	HOR 235 Greenhouse Production	2	2	3
HOR 255 Interiorscapes	1	2	2		4	7	7
	7	6	10				
				TOTAL CREDIT HOURS: 17			

HORTICULTURE TECHNOLOGY - LANDSCAPE MAINTENANCE

C 15 24 0 LM

Certificate

Day and Evening

The Horticulture Technology curriculum encompasses the study and practical application of a variety of subjects in the field of horticulture. The curriculum consists of identifying and selecting plant materials; propagating, planting, and growing plants; designing basic landscapes and planting materials at the appropriate places and in the correct manner; properly maintaining plant materials; and managing the nursery, greenhouse, and garden center. In addition, skills are developed in designing and building planters, walks, patios, fences and other landscape features. The curriculum is designed to provide students with the knowledge, skills, and attitudes that are necessary for independent, creative thinking essential to success in this field.

Various types of employers hire the graduates of this curriculum. Examples are nurseries, greenhouse operations, garden centers, landscape contractors, landscape maintenance companies, and municipal governmental agencies.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SPRING			
HOR 118 Equipment Op & Maint	1	3	2	HOR 116 Landscape Management I	2	2	3
HOR 150 Intro to Horticulture	2	0	2	HOR 164 Hort Pest			
HOR 152 Horticulture Practices	0	3	1	Management	2	2	3
HOR 160 Plant Materials I	<u>2</u>	<u>2</u>	<u>3</u>	HOR 166 Soils & Fertilizers	<u>2</u>	<u>2</u>	<u>3</u>
	5	8	8		6	6	9

TOTAL CREDIT HOURS: 17

HORTICULTURE TECHNOLOGY - NURSERY OPERATIONS AND MANAGEMENT

C 15 24 0 NO

Certificate

Day and Evening

The Horticulture Technology curriculum encompasses the study and practical application of a variety of subjects in the field of horticulture. The curriculum consists of identifying and selecting plant materials; propagating, planting, and growing plants; designing basic landscapes and planting materials at the appropriate places and in the correct manner; properly maintaining plant materials; and managing the nursery, greenhouse, and garden center. In addition, skills are developed in designing and building planters, walks, patios, fences and other landscape features. The curriculum is designed to provide students with the knowledge, skills, and attitudes that are necessary for independent, creative thinking essential to success in this field.

Various types of employers hire the graduates of this curriculum. Examples are nurseries, greenhouse operations, garden centers, landscape contractors, landscape maintenance companies, and municipal governmental agencies.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SUMMER			
HOR 150 Intro to Horticulture	2	0	2	HOR 225 Nursery Production	2	3	3
HOR 152 Horticultural Practices	0	3	1		2	3	3
HOR 160 Plant Materials I	2	2	3				
	4	5	6	TOTAL CREDIT HOURS: 18			
SPRING							
HOR 124 Nursery Operations	2	2	3				
HOR 164 Hort Pest Management	2	2	3				
HOR 168 Plant Propagation	2	2	3				
	6	6	9				

HUMAN SERVICES TECHNOLOGY

A 45 38 0

Associate in Applied Science

Day

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Course Title					Hours Per Week					Course Title					Hours Per Week				
					Cl	Lb	Cn	Cr							Cl	Lb	Cn	Cr	
FALL - 1st Year										SPRING - 2nd Year									
CIS	111	Basic PC Literacy	1	2	0	2				COE	121	Co-op Work							
COM	120	Interpersonal Communication	3	0	0	3						Experience II	0	0	10	1			
ENG	111	Expository Writing	3	0	0	3				COE	125	Work Exp Seminar II	1	0	0	1			
HSE	110	Intro to Human Services	2	2	0	3				HSE	245	Stress Management	3	0	0	3			
HSE	112	Group Process I	1	2	0	2				HSE	255	Health Probl & Prevent	2	2	0	3			
SOC	210	Introduction to Sociology	3	0	0	3				PSY	281	Abnormal Psychology	3	0	0	3			
			13	6	0	16				SOC	225	Social Diversity	3	0	0	3			
SPRING - 1st Year										---	---	Humanities/Fine Arts Elective*	3	0	0	3			
ENG	114	Prof Research & Reporting	3	0	0	3							15	2	10	17			
HSE	123	Interviewing Techniques	2	2	0	3				*Humanities/Fine Arts Electives:									
HSE	210	Human Services Issues	2	0	0	2				Select from: ART 111, COM 110, ENG 273, HUM 121, HUM 150, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110.									
MAT	115	Mathematical Models	2	2	0	3				TOTAL CREDIT HOURS: 67									
PSY	150	General Psychology	3	0	0	3													
SOC	213	Sociology of the Family	3	0	0	3													
			15	4	0	17													

FALL - 2nd Year

COE	111	Co-op Work Experience I	0	0	10	1			
COE	115	Work Exp Seminar I	1	0	0	1			
HSE	125	Counseling	2	2	0	3			
HSE	127	Conflict Resolution	2	2	0	3			
HSE	225	Crisis Intervention	3	0	0	3			
HSE	240	Issues in Client Serves	3	0	0	3			
PSY	241	Developmental Psych	3	0	0	3			
			14	4	10	17			

HUMAN SERVICES TECHNOLOGY - SOCIAL SERVICES

C 45 38 0

Certificate

Day

The certificate program for Human Services Technology in Social Services will provide the student with the basic skills for entry-level positions within social service agencies. The certificate will stress the skills and knowledge necessary for working with individuals in social service settings. Upon completion of the required courses the student will be awarded a certificate in Human Services Technology-Social Services.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL											
HSE	110	Intro to Human Services	2	2	3						
HSE	123	Interviewing Techniques	2	2	3						
HSE	210	Human Services Issues	2	0	2						
HSE	225	Crisis Intervention	3	0	3						
HSE	240	Issues in Client Services	3	0	3						
OR											
HSE	255	Health Prob & Prevent	(2)	(2)	(3)						
			12	4	14						
			(11)	(6)	(14)						

TOTAL CREDIT HOURS: 14

INFORMATION SYSTEMS

A 25 26 0

Associate in Applied Science

Day and Evening

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL - 1st Year				SPRING - 2nd Year			
CIS 111 Basic PC Literacy	1	2	2	CIS 165 Desktop Publishing I	2	2	3
CIS 115 Intro to Prog & Logic	2	2	3	CSC 139 Visual BASIC Programming	2	3	3
ENG 111 Expository Writing	3	0	3	--- --- ACC/CIS Elective***	*	*	3**
MAT 115 Mathematical Models	2	2	3	--- --- Humanities/ Fine Arts			
OST 131 Keyboarding	1	2	2	Elective (See your advisor.)	3	0	3
	9	8	13		7+	5+	12
SPRING - 1st Year				*Hours will vary			
ACC 120 Prin of Accounting I	3	2	4	**The ACC/CIS electives must total a minimum of 6 hours.			
CIS 130 Survey of Operating Sys	2	3	3	***ACC/CIS Electives			
CIS 172 Intro to the Internet	2	3	3	Select from ACC 150.			
ENG 114 Prof Research & Reporting	3	0	3	Select from CIS 164, 168, 245, 260, or 286.			
OST 136 Word Processing	1	2	2	Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :			
	11	10	15	1. High school algebra I required.			
SUMMER - 1st Year				2. High school accounting recommended.			
CIS 152 Database Concepts & Apps	2	2	3	3. High school geometry recommended.			
CIS 215 Hardware Install/Maint	2	3	3	4. High school keyboarding recommended.			
NET 110 Data Comm/Networking	2	2	3	TOTAL CREDIT HOURS: 64			
	6	7	9				
FALL - 2nd Year							
CIS 120 Spreadsheet I	2	2	3				
CIS 162 MM Presentation Software	2	2	3				
CIS 246 Operating System - UNIX	2	3	3				
PSY 150 General Psychology	3	0	3				
--- --- ACC/CIS Elective***	*	*	3**				
	9+	7+	15				

INFORMATION SYSTEMS

D 25 26 0

Diploma

Day and Evening

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Course Title				Hours Per Week				Course Title				Hours Per Week			
				Cl	Lb	Cr						Cl	Lb	Cr	
FALL- 1st Year								SPRING - 2nd Year							
CIS	111	Basic PC Literacy		1	2	2		CIS	162	MM Presentation Software		2	2	3	
CIS	115	Intro to Prog & Logic		2	2	3		CIS	---	Elective*		3	0	3	
				3	4	5		NET	110	Data Comm/Networking		2	2	3	
												7	4	9	
SPRING - 1st Year								SUMMER - 2nd Year							
CIS	120	Spreadsheet I		2	2	3		CIS	---	Elective*		4	0	4	
CIS	130	Survey of Operating Sys		2	3	3						4	0	4	
				4	5	6									
SUMMER - 1st Year								*CIS Electives							
CIS	152	Database Concepts & Apps		2	2	3		Select from CIS 124, 164, 168, 245, or 286.							
OST	136	Word Processing		1	2	2		Additional admissions requirements to those listed							
				3	4	5		on pages 9 and 10 in the <i>College Catalog</i> :							
FALL - 2nd Year								1. High school algebra I required.							
ENG	111	Expository Writing		3	0	3		2. High school accounting recommended.							
MAT	115	Mathematical Models		2	2	3		3. High school geometry recommended.							
				5	2	6		4. High school keyboarding recommended.							

TOTAL CREDIT HOURS: 35

INFORMATION SYSTEMS

C 25 26 0

Certificate

Day and Evening

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL					SUMMER				
CIS	111 Basic PC Literacy	1	2	2	CIS	120 Spreadsheet I	2	2	3
CIS	115 Intro to Prog & Logic	<u>2</u>	<u>2</u>	<u>3</u>	CIS	152 Database Concepts & Apps	<u>2</u>	<u>2</u>	<u>3</u>
		3	4	5			4	4	6
SPRING					Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :				
CIS	130 Survey of Operating Sys	2	3	3	1. Keyboarding skills recommended.				
OST	136 Word Processing	<u>1</u>	<u>2</u>	<u>2</u>					
		3	5	5					

TOTAL CREDIT HOURS: 16

INFORMATION SYSTEMS - DESKTOP PUBLISHING

D 25 26 0 D

Diploma

Day and Evening

The Desktop Publishing diploma program is designed to provide students with the knowledge and skills necessary for producing single- and multi-page publications.

Students will learn to integrate a variety of software and to utilize hardware peripherals to incorporate text and images. The curriculum emphasizes design and layout as well as composing, formatting, editing, and proofreading.

Graduates should qualify for self-employment opportunities or employment with business, industry, or government organizations that use computers for desktop publishing.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							SPRING - 2nd Year						
CIS	111	Basic PC Literacy		1	2	2	CIS	168	Desktop Presentations		1	2	2
CIS	115	Intro to Prog & Logic		2	2	3	CIS	260	Business Graphics Apps		2	2	3
ENG	111	Expository Writing		3	0	3	NET	110	Data Comm/Networking		2	2	3
MAT	115	Mathematical Models		2	2	2					5	6	8
				8	6	11							
SPRING - 1st Year							*CIS Electives						
CIS	116	Intro PC App Development		2	3	3	Select from CIS 112, 124, or 126.						
CIS	130	Survey of Operating Sys		2	3	3	Select from ITN 120, 130, 140, 150, or 170.						
CIS	164	DTP Layout & Design		2	2	3	Additional admissions requirements to those listed						
CIS	165	Desktop Publishing I		2	2	2	on pages 9 and 10 in the <i>College Catalog</i> :						
				8	10	12	1. High school algebra I required.						
FALL - 2nd Year							2. High school accounting recommended.						
CIS	162	MM Presentation Software		2	2	3	3. High school geometry recommended.						
CIS	166	Desktop Publishing II		2	2	3	4. High school keyboarding recommended.						
CIS	172	Intro to the Internet		2	3	3	TOTAL CREDIT HOURS: 43						
----	----	CIS/ITN Elective*		2	2	2							
				8	9	12							

INFORMATION SYSTEMS - HELPDESK

C 25 26 0 H

Certificate

Day and Evening

The Helpdesk certificate provides the student with basic skills necessary to support users of computing technologies.

Course work will help students develop an ability to communicate technical issues in a manner that customers can comprehend. Students will also be introduced to a variety of diagnostic and instructional tools used to evaluate the performance of computer systems. Additionally, students will be trained in the methodologies for analysis, design, and development of a helpdesk system by way of prototyping, CASE tools and System Development Life Cycle phases.

Graduates should qualify for employment in entry-level positions with helpdesk support firms, businesses or with educational systems that rely on computer systems to manage information.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL					SUMMER				
CIS	111 Basic PC Literacy	1	2	2	CIS	215 Hardware Install/Maint	3	2	4
CIS	115 Intro to Prog & Logic	2	2	3	CIS	276 Helpdesk Analysis & Design	3	0	3
		3	4	5			6	2	7
SPRING					Additional admissions requirements to those listed				
CIS	170 Tech Support Functions I	2	2	3	on pages 9 and 10 in the <i>College Catalog</i> :				
NET	110 Data Comm/Networking	2	2	3	1. Keyboarding skills recommended.				
		4	4	6					

TOTAL CREDIT HOURS: 18

INFORMATION SYSTEMS - PC LITERACY

C 25 26 0 L Certificate Day and Evening

The PC Literacy Certificate is designed to provide the student with the basic computer skills required to be productive in an information technology entry-level position. Specific skills will include: word processing, spreadsheets, database applications, Internet technologies and electronic presentations.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL							SPRING						
CIS	111	Basic PC Literacy		1	2	2	CIS	152	Database Concepts & Apps		2	2	3
CIS	120	Spreadsheet I		2	2	3	CIS	172	Intro to the Internet		2	3	3
OST	131	Keyboarding		1	2	2					4	5	6
OST	136	Word Processing		1	2	2							
				5	8	9	TOTAL CREDIT HOURS: 15						

INFORMATION SYSTEMS/NETWORK ADMINISTRATION AND SUPPORT

A 25 26 D

Associate in Applied Science

Day and Evening

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities. Elective choices provide opportunity for specialization individualization.

Graduates should qualify for positions such as: LAN/PC, Administrator, Microcomputer Support Specialist, Network Control Operator, Communications Technician/Analyst, Network/Computer Consultant, and Information Systems Specialist. Graduates are also prepared to sit for certification exams which can result in industry-recognized credentials.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							SPRING - 2nd Year						
CIS	111	Basic PC Literacy		1	2	2	CIS	175	Network Management I		2	2	3
CIS	115	Intro to Prog & Logic		2	2	3	CIS	275	Network Management II		2	2	3
ENG	111	Expository Writing		3	0	3	CIS	287	Network Support		2	2	3
NET	110	Data Comm/Networking		2	2	3	---	---	CIS/ITN/NET Elective**		*	*	3
OST	131	Keyboarding		1	2	2					6+	6+	12
				9	8	13							
SPRING - 1st Year							*Hours will vary						
CIS	215	Hardware Install/Maint		3	2	3	**CIS/ITN/NET Electives						
MAT	115	Mathematical Models		2	2	3	Select from CIS 147, 155, 157, 282, or 296.						
NET	125	Routing and Switching I		1	4	3	Select from ITN 230.						
NET	126	Routing and Switching II		1	4	3	Select from NET 120, 225, or 226.						
---	---	Humanities/Fine Arts		3	0	3	Additional admissions requirements to those listed						
		Elective (See your advisor.)		3	0	3	on pages 9 and 10 in the <i>College Catalog</i> :						
				10	12	15	1. High school algebra I required.						
SUMMER - 1st Year							2. High school accounting recommended.						
CIS	130	Survey of Operating Sys		2	2	3	3. High school geometry recommended.						
CIS	152	Database Concepts & Apps		2	2	3	4. High school keyboarding recommended.						
PSY	150	General Psychology		3	0	3	Program Information:						
				7	4	9	Course work prepares students with a foundation for						
FALL - 2nd Year							Cisco, Comptia, Microsoft, and Novell certification						
BUS	151	People Skills		3	0	3	exams.						
CIS	174	Network System Manager I		2	2	3	TOTAL CREDIT HOURS: 64						
CIS	274	Network System Manager II		2	2	3							
ENG	114	Prof Research & Reporting		3	0	3							
---	---	CIS/ITN/NET Elective**		*	*	3							
				10+	4-	15							

INFORMATION SYSTEMS/NETWORK ADMINISTRATION AND SUPPORT - CISCO ROUTER TECHNOLOGY

C 25 26 D C

Certificate

Day and Evening

This certificate focuses on network connectivity using routers and switches. Emphasis is placed on IP addressing and subnetting, the OSI model layers and layer functions, and router configuration. Topics covered will include various protocol suites and the functions each performs in the transmission of data, LAN segmentation, VLAN design, and access list management.

Upon completion, students should be able to configure IP and subnet addresses, perform router startup and configuration, understand basic wiring and wiring closets, and network protocol administration. Students should be prepared for entry-level positions in network departments and communications companies. Completion of this certificate will provide the classes needed to take the Cisco CCNA certification exam.

Course Title				Hours Per Week				Course Title				Hours Per Week			
				Cl	Lb	Cr						Cl	Lb	Cr	
FALL								Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :							
NET	110	Data Comm/Networking		2	2	3		1. High school algebra I required.							
NET	125	Routing and Switching I		1	4	3		2. Keyboarding skills recommended.							
NET	126	Routing and Switching II		1	4	3									
				4	10	9									
SPRING								TOTAL CREDIT HOURS: 18							
BUS	151	People Skills		3	0	3									
NET	225	Adv Routing & Switching I		1	4	3									
NET	226	Adv Routing & Switching II		1	4	3									
				5	8	9									

INFORMATION SYSTEMS/NETWORK ADMINISTRATION AND SUPPORT - MICROSOFT TECHNOLOGY

D 25 26 D MS

Diploma

Day and Evening

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities. Elective choices provide opportunity for specialization individualization.

Graduates should qualify for positions such as: LAN/PC, Administrator, Microcomputer Support Specialist, Network Control Operator, Communications Technician/Analyst, Network/Computer Consultant, and Information Systems Specialist. Graduates are also prepared to sit for certification exams which can result in industry-recognized credentials.

Course Title					Course Title				
Hours Per Week					Hours Per Week				
Cl Lb Cr					Cl Lb Cr				
FALL - 1st Year					SPRING - 2nd Year				
BUS 151	People Skills	3	0	3	CIS 287	Network Support	2	2	3
CIS 111	Basic PC Literacy	1	2	2	---	CIS/ITN Elective	*	*	3
CIS 130	Survey of Operating Sys	2	2	3	---	CIS/ITN Elective	*	*	3
NET 110	Data Comm/Networking	2	2	3			2+	2+	9
		8	6	11					
SPRING - 1st Year					*CIS/ITN Electives				
CIS 174	Network System Manager I	2	2	3	Select from CIS 155, 157, 277, 287, or 296.				
CIS 274	Network System Manager II	2	2	3	Select from ITN 230.				
MAT 115	Mathematical Models	2	2	3	Program Information:				
		6	6	9	Course work prepares students for Microsoft Certified Systems Engineer (MCSE) certification exams.				
SUMMER - 1st Year					TOTAL CREDIT HOURS: 45				
CIS 215	Hardware Install/Maint	2	3	4					
ENG 111	Expository Writing	3	0	3					
		5	3	7					
FALL - 2nd Year									
CIS 152	Database Concepts & Apps	2	2	3					
CIS 175	Network Management I	2	2	3					
CIS 275	Network Management II	2	2	3					
		6	6	9					

INFORMATION SYSTEMS/NETWORK ADMINISTRATION AND SUPPORT - MICROSOFT TECHNOLOGY

C 25 26 D MS

Certificate

Day and Evening

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities. Elective choices provide opportunity for specialization individualization.

Graduates should qualify for positions such as: LAN/PC, Administrator, Microcomputer Support Specialist, Network Control Operator, Communications Technician/Analyst, Network/Computer Consultant, and Information Systems Specialist. Graduates are also prepared to sit for certification exams which can result in industry-recognized credentials.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year						*CIS Electives					
CIS	147	Operating Systems-Windows™	2	2	3	Select from CIS 155, 157, or 175.					
NET	110	Data Comm/Networking	<u>2</u>	<u>2</u>	<u>3</u>	Program Information:					
			4	4	6	Course work prepares students for Microsoft					
SPRING - 1st Year						Certified Systems Administrator (MCSA) certification					
CIS	174	Network System Manager I	2	2	3	exams.					
CIS	274	Network System Manager II	<u>2</u>	<u>2</u>	<u>3</u>	TOTAL CREDIT HOURS: 18					
			4	4	6						
SUMMER - 1st Year											
CIS	245	Oper Sys - Multi-user	2	3	3						
---	---	CIS Elective	<u>2</u>	<u>2</u>	<u>3</u>						
			4	5	6						

INFORMATION SYSTEMS/NETWORK ADMINISTRATION AND SUPPORT - NOVELL TECHNOLOGY

C 25 26 D N

Certificate

Evening

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities. Elective choices provide opportunity for specialization individualization.

Graduates should qualify for positions such as: LAN/PC, Administrator, Microcomputer Support Specialist, Network Control Operator, Communications Technician/Analyst, Network/Computer Consultant, and Information Systems Specialist. Graduates are also prepared to sit for certification exams which can result in industry-recognized credentials.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr

FALL - 1st Year

CIS 282	Network Technology	3	0	3
NET 110	Data Comm/Networking	2	2	3
		5	2	6

SUMMER - 1st Year

CIS 277	Network Design & Imp	2	2	3
CIS 287	Network Support	2	2	3
		4	4	6

SPRING - 1st Year

CIS 175	Network management I	2	2	3
CIS 275	Network Management II	2	2	3
		4	4	6

Program Information:

Course work prepares students for Certified Novell Administrator (CNA) and Certified Novell Engineer (CNE) certification exams.

TOTAL CREDIT HOURS: 18

INFORMATION SYSTEMS SECURITY

A 25 27 0

Associate in Applied Science

Day and Evening

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, attack methodology, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certification.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL - 1st Year				SPRING - 2nd Year			
CIS 111 Basic PC Literacy	1	2	2	ENG 114 Prof Research & Reporting	3	0	3
ENG 111 Expository Writing	3	0	3	NET 231 Intrusion Detection	3	0	3
MAT 161 College Algebra	3	0	3	NET 232 Security Administration II	2	2	3
NET 110 Data Comm/Networking	2	2	3	NET 233 Defense In-Depth	2	2	3
NET 112 Security Fundamental & Policies	3	0	3	--- --- CIS/CSC/ITN/NET Elective**	*	*	3
	12	4	14		10+	4+	15
SPRING - 1st Year				SUMMER - 2nd Year			
CIS 115 Intro to Prog & Logic	2	2	3	NET 275 Attach Methodology	2	2	3
CIS 130 Survey of Operating Sys	2	3	3	NET 285 Security Project	1	3	2
NET 111 Internetwork Architecture & Design	2	2	3	--- --- CIS/CSC/ITN/NET Elective**	*	*	3
NET 145 Introduction to Linux	2	2	3	OR			
	8	9	12	CIS 113 Co-op Work Experience	0	30	3
SUMMER - 1st Year					3+	5+	8
CIS 174 Network System Manager I	2	2	3	*Hours will vary.			
NET 122 Secure Communications	2	2	3	**CIS/COE/CSC/ISS/ITN/NET Elective			
NET 155 Linux System Administration	2	2	3	Select from CIS 215.			
	6	6	9	Select from CSC 141 or 143.			
FALL - 2nd Year				Select from ITN 250, 260, or 280.			
CIS 274 Network System Manager II	2	2	3	Select from NET 165, 235, or 286.			
ENG 115 Oral Communications	3	0	3	TOTAL CREDIT HOURS: 73			
NET 222 Security Administration I	2	2	3				
PSY 118 Interpersonal Psychology	3	0	3				
--- --- Humanities/Fine Arts							
Elective (See your advisor.)	3	0	3				
	13	4	15				

INTERNET TECHNOLOGIES

A 25 29 0

Associate in Applied Science

Day and Evening

The Internet Technologies curriculum is designed to prepare graduates for employment with organizations that use computers to disseminate information via the Internet internally, externally, and/or globally. This curriculum will prepare students to create and implement these services.

Course work includes computer and Internet terminology and operations, logic, operating systems' database and data communications/networking, and related topics. Studies will provide experience for students to implement, support, and customize industry standard Internet technologies.

Graduates should qualify for career opportunities as webmasters, Internet and intranet administrators, Internet applications specialists, Internet programmers and Internet technicians. Government institutions, industries, and other organizations employ individuals who possess the skills taught in this curriculum.

Course Title		Hours Per Week			Course Title		Hours Per Week			
		Cl	Lb	Cr			Cl	Lb	Cr	
FALL - 1st Year					SPRING - 2nd Year					
CIS	111 Basic PC Literacy	1	2	2	ITN	130 Web Site Management	2	2	3	
CIS	115 Intro to Prog & Logic	2	2	3	ITN	230 Intranets	2	2	3	
CIS	130 Survey of Operating Sys	2	2	3	---	---	CSC/ITN/NET Elective**	*	*	3
NET	110 Data Comm/Networking	2	2	3	---	---	CSC/ITN/NET Elective**	*	*	3
OST	131 Keyboarding	<u>1</u>	<u>2</u>	<u>2</u>	---	---	Humanities/Fine Arts			
		8	10	13			Elective (See your advisor.)	3	0	3
								7+	4+	15
SPRING - 1st Year										
CIS	172 Intro to the Internet	2	3	3	*Hours will vary.					
ENG	111 Expository Writing	3	0	3						
ITN	150 Internet Protocols	2	2	3	**CSC/ITN/NET Electives					
MAT	115 Mathematical Models	<u>2</u>	<u>2</u>	<u>3</u>	Select from CSC 143.					
		9	7	12	Select from ITN 160 or 280.					
SUMMER - 1st Year										
CIS	152 Database Concepts & Apps	2	2	3	Select from NET 120.					
CSC	160 Intro to Internet Prog	2	2	3						
ITN	140 Web Development Tools	<u>2</u>	<u>2</u>	<u>3</u>	Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :					
		6	6	9	1. High school algebra required.					
					2. High school geometry recommended.					
					3. High school keyboarding recommended.					
FALL - 2nd Year					Program Information:					
ENG	114 Prof Research & Reporting	3	0	3	Course work prepares students for CIW					
ITN	170 Intro to Internet Databases	2	2	3	certification exams, including Master CIW Web Manager,					
ITN	240 Internet Security	2	2	3	Master CIW Designer, and Master CIW Administrator.					
ITN	260 Intro to Electronic Commerce	2	2	3						
PSY	150 General Psychology	3	0	3						
		12	6	15						

TOTAL CREDIT HOURS: 64

INTERNET TECHNOLOGIES

C 25 29 0

Certificate

Day and Evening

The Internet Technologies certificate provides students with basic knowledge and skills to support Internet and Intranet Networks.

Course work will help students develop the skills necessary to provide support, development and maintenance of Internet and Intranet systems. Students will also develop interface programming and research skills for these systems.

Graduates should qualify for employment in entry-level positions within business, industry, educational systems, and governmental agencies which utilize Internet and intranet technologies.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL							Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :						
CIS	111	Basic PC Literacy		1	2	2	1. Keyboarding skills recommended.						
CIS	172	Intro to the Internet		2	3	3							
NET	110	Data Comm/Networking		2	2	3							
				5	7	8	Program Information:						
							Course work prepares students for Master CIW Administrator certification exams.						
SPRING							TOTAL CREDIT HOURS: 17						
CSC	160	Intro to Internet Prog		2	2	3							
ITN	140	Web Development Tools		2	2	3							
ITN	260	Intro to Electronic Commerce		2	2	3							
				6	6	9							

MACHINING TECHNOLOGY

A 50 30 0

Associate in Applied Science

Day

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL - 1st Year				FALL - 2nd Year			
BPR 111 Blueprint Reading	1	2	2	DFT 121 Intro to GD&T	1	2	2
CIS 111 Basic PC Literacy	1	2	2	ENG 111 Expository Writing	3	0	3
ENG 115 Oral Communication	3	0	3	HYD 110 Hydraulics/Pneumatics I	2	3	3
MAC 111 Machining Technology I	2	12	6	MAC 214 Machining Technology IV	2	12	6
MAC 151 Machining Calculations	<u>1</u>	<u>2</u>	<u>2</u>	MAC 247 Production Tooling	<u>2</u>	<u>0</u>	<u>2</u>
	8	18	15		10	17	16
SPRING - 1st Year				SPRING - 2nd Year			
BPR 121 Blueprint Reading: Mech	1	2	2	ISC 132 Mfg Quality Control	2	3	3
MAC 112 Machining Technology II	2	12	6	MAC 241 Jigs & Fixtures I	2	6	4
MAC 124 CNC Milling	1	3	2	MEC 110 Intro to CAD/CAM	1	2	2
MAT 120 Geometry and Trigonometry	2	2	3	PSY 118 Interpersonal Psychology	3	0	3
MEC 172 Intro to Metallurgy	<u>2</u>	<u>2</u>	<u>3</u>	WLD 112 Basic Welding Processes	1	3	2
	8	21	16	--- --- Humanities/Fine Arts Elective			
				(See your advisor.)	<u>3</u>	<u>0</u>	<u>3</u>
SUMMER - 1st Year					12	14	17
ISC 113 Industrial Specifications	1	0	1	Additional admissions requirements to those listed			
MAC 113 Machining Technology III	2	12	6	on pages 9 and 10 in the <i>College Catalog</i> :			
MAC 122 CNC Turning	<u>1</u>	<u>3</u>	<u>2</u>	1. One unit of algebra recommended.			
	4	15	9	2. One unit of geometry recommended.			

TOTAL CREDIT HOURS: 73

MACHINING TECHNOLOGY

D 50 30 0

Diploma

Day

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SUMMER			
BPR 111 Blueprint Reading	1	2	2	ISC 113 Industrial Specifications	1	0	1
ENG 115 Oral Communication	3	0	3	MAC 113 Machining Technology III	2	12	6
MAC 111 Machining Technology I	2	12	6	MAC 122 CNC Turning	<u>1</u>	<u>3</u>	<u>2</u>
MAC 151 Machining Calculations	<u>1</u>	<u>2</u>	<u>2</u>		4	15	9
	7	16	13				
SPRING				Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :			
BPR 121 Blueprint Reading: Mech	1	2	2	1. One unit of algebra recommended.			
MAC 112 Machining Technology II	2	12	6	2. One unit of geometry recommended.			
MAC 124 CNC Milling	1	3	2	TOTAL CREDIT HOURS: 38			
MAT 120 Geometry and Trigonometry	2	2	3				
MEC 172 Intro to Metallurgy	<u>2</u>	<u>2</u>	<u>3</u>				
	8	21	16				

MACHINING TECHNOLOGY

D 50 30 0

Diploma

Evening

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

Course Title	Hours Per Week			Course Title	Hours Per Week				
	Cl	Lb	Cr		Cl	Lb	Cr		
FALL - 1st Year				FALL - 2nd Year					
BPR 111	Blueprint Reading	1	2	2	MAC 112B	Machining Technology IIB	1	6	3
ENG 115	Oral Communication	3	0	3	MAC 124	CNC Milling	1	3	2
MAC 111A	Machining Technology IA	1	6	3	MEC 172	Intro to Metallurgy	2	2	2
MAC 151	Machining Calculations	1	2	2			4	11	8
		6	10	10					
SPRING - 1st Year				SPRING - 2nd Year					
BPR 121	Blueprint Reading: Mech	1	2	2	MAC 113	Machining Technology III	2	12	6
ISC 113	Industrial Specifications	1	0	1	MAC 122	CNC Turning	1	3	2
MAC 111B	Machining Technology IB	1	6	3			3	15	8
MAT 120	Geometry and Trigonometry	2	2	2					
		5	10	9					
SUMMER - 1st Year				Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :					
MAC 112A	Machining Technology IIA	1	6	3	1. One unit of algebra recommended.				
		1	6	3	2. One unit of geometry recommended.				
				TOTAL CREDIT HOURS: 38					

MACHINING TECHNOLOGY/TOOL, DIE, AND MOLD MAKING

A 50 30 A

Associate in Applied Science

Day and Evening

This consortium curriculum is offered to students at Forsyth Technical Community College through an agreement with **Davidson County Community College**.

Tool, Die, and Mold Making is a concentration under the curriculum title of Machining Technology. This curriculum is designed to develop skills in the use of hand tools, computerized equipment, and precision instruments for machine tooling used for the mass production of parts.

Students will learn to interpret blueprints, set up manual and CNC machines, and perform basic and advanced machining operations. Emphasis will be placed on the production of tooling used for punching, stamping, and molding of parts.

Graduates should qualify for employment opportunities in manufacturing industries and tool, die, and mold making industries.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year						FALL - 2nd Year					
BPR	111	Blueprint Reading	1	2	2	DFT	121	Intro to GD&T	1	2	2
CIS	111	Basic PC Literacy	1	2	2	ENG	111	Expository Writing	3	0	3
ENG	115	Oral Communication	3	0	3	MAC	153	Compound Angles	1	2	2
MAC	111	Machining Technology I	2	12	6	MAC	243	Die Making I	2	6	4
MAC	151	Machining Calculations	<u>1</u>	<u>2</u>	<u>2</u>	MAC	245	Mold Construction I	<u>2</u>	<u>5</u>	<u>4</u>
			8	18	15				9	16	15
SPRING - 1st Year						SPRING - 2nd Year					
BPR	121	Blueprint Reading: Mech	1	2	2	MAC	244	Die Making II	1	9	4
MAC	112	Machining Technology II	2	12	6	MAC	246	Mold Construction II	1	9	4
MAC	124	CNC Milling	1	3	2	---	---	Humanities/Fine Arts			
MAT	120	Geometry and Trigonometry	2	2	3			Elective (See your advisor.)	3	0	3
MEC	172	Intro to Metallurgy	<u>2</u>	<u>2</u>	<u>3</u>	---	---	Social/Behavioral Sciences			
			8	21	16			Elective (See your advisor.)	<u>3</u>	<u>0</u>	<u>3</u>
									8	18	14
SUMMER - 1st Year						Additional admissions requirements to those listed					
ISC	113	Industrial Specifications	1	0	1	on pages 9 and 10 in the <i>College Catalog</i> :					
MAC	113	Machining Technology III	2	12	6	1. One unit of algebra recommended.					
MAC	122	CNC Turning	<u>1</u>	<u>3</u>	<u>2</u>	2. One unit of geometry recommended.					
			4	15	9						

TOTAL CREDIT HOURS: 69

MANUFACTURING ENGINEERING TECHNOLOGY

A 40 30 0

Associate in Applied Science

Day

The Manufacturing Engineering Technology curriculum prepares individuals for employment in the fields of manufacturing technology. The curriculum emphasizes the theory and training required to effectively augment manufacturing engineers in industry.

Courses include a background in mechanical and related theory and the use of manufacturing and analytical equipment. Industrial standards such as EPA, OSHA, GD&T, and ISO are discussed. Computer usage for process control and effective communication skills is emphasized.

Graduates of this curriculum qualify for positions as engineering technicians. Some of the responsibilities include drafting, process specification, tooling selection, automation programming, project facilitation, and supervision. Certification is available through organizations such as ASQC, SME, and NICET.

Course Title				Hours Per Week			Course Title				Hours Per Week			
				Cl	Lb	Cr					Cl	Lb	Cr	
FALL - 1st Year							FALL - 2nd Year							
CHM	131	Introduction to Chemistry		3	0	3	ISC	151	Plant Layout		2	2	3	
DFT	111	Technical Drafting I		1	3	2	MEC	161	Manufacturing Processes I		3	0	3	
ENG	111	Expository Writing		3	0	3	MEC	161A	Manufacturing Proc I Lab		0	3	1	
MAT	121	Algebra and Trigonometry		2	2	3	MEC	237	Control Systems		3	2	4	
MEC	111	Machine Processes I		1	4	2	MEC	251	Statics		2	2	3	
				10	9	14					10	9	14	
SPRING - 1st Year							SPRING - 2nd Year							
CIS	111	Basic PC Literacy		1	2	2	ISC	112	Industrial Safety		2	0	2	
ENG	114	Prof Research & Reporting		3	0	3	ISC	132	Mfg Quality Control		2	3	3	
MAT	122	Algebra/Trigonometry II		2	2	3	MEC	252	Strength of Materials		2	2	3	
MEC	180	Engineering Materials		2	3	3	MEC	280	Robotics and CIM		3	2	4	
PHY	131	Physics-Mechanics		3	2	4	PSY	118	Interpersonal Psychology		3	0	3	
				11	9	15	---	---	Humanities/Fine Arts					
								Elective (See your advisor.)				3	0	3
												15	7	18
SUMMER - 1st Year							Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :							
ELC	111	Intro to Electricity		2	2	3	1. One unit of algebra.							
HYD	110	Hydraulics/Pneumatics I		2	3	3	2. One unit of geometry.							
MAT	223	Applied Calculus		2	2	3								
MEC	110	Intro to CAD/CAM		1	2	2								
				7	9	11								

TOTAL CREDIT HOURS: 72

MANUFACTURING ENGINEERING TECHNOLOGY

C 40 30 0

Certificate

Day and Evening

The Manufacturing Engineering Technology certificate curriculum is targeted at persons employed in design and manufacturing-related industries. The primary objective of this program is the development of the student's mechanical analytical abilities required for advancement. The program provides the foundation to handle higher-level technical skills in the ever-advancing technological industrial environment.

Course Title				Hours Per Week			Course Title				Hours Per Week				
				Cl	Lb	Cr					Cl	Lb	Cr		
FALL - 1st Year						FALL - 2nd Year									
DFT	111	Technical Drafting I		1	3	2	MEC	251	Statics		2	2	3		
MAT	121	Algebra and Trigonometry		2	2	3				2	2	3			
				3	5	5									
SPRING - 1st Year						SPRING - 2nd Year									
PHY	131	Physics-Mechanics		3	2	4	MEC	252	Strength of Materials		2	2	3		
				3	2	4									

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. High school algebra I required.
2. High school physics recommended.

TOTAL CREDIT HOURS: 15

MECHANICAL ENGINEERING TECHNOLOGY/DRAFTING AND DESIGN

A 40 32 A

Associate in Applied Science

Day

The Mechanical Engineering Technology curriculum prepares graduates for employment as mechanical technicians. Typical assignments would include assisting in the design, development, testing and repair of mechanical equipment. Emphasis is placed on the integration of theory and mechanical principles.

Course work includes applied mechanics, manufacturing methods and processes, computer usage, computer-aided drafting, mathematics, physics, and oral and written communications. The courses will stress critical thinking, planning, and problem solving.

Graduates of the curriculum will find employment opportunities in the diversified branches of the mechanical field. Mechanical engineering technicians are employed in many types of manufacturing, fabrication, research and development, and service industries.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
CIS	111	Basic PC Literacy		1	2	2	DDF	212	Design Drafting II		1	6	4
DFT	111	Technical Drafting I		1	3	2	DDF	214	Tool Design		2	4	4
DFT	111A	Technical Drafting I Lab		0	3	1	DFT	152	CAD II		2	3	3
ENG	111	Expository Writing		3	0	3	MEC	251	Statics		2	2	3
MAT	121	Algebra and Trigonometry		3	0	3					7	15	14
PSY	118	Interpersonal Psychology		2	0	3							
				11	8	14	SPRING - 2nd Year						
SPRING - 1st Year							DDF	213	Design Drafting III		1	6	4
DFT	112	Technical Drafting II		1	3	2	DFT	121	Intro to GD&T		1	2	2
DFT	112A	Technical Drafting II Lab		0	3	1	DFT	153	CAD III		2	3	3
ENG	114	Prof Research & Reporting		3	0	3	MEC	180	Engineering Materials		2	3	3
MAT	122	Algebra/Trigonometry II		3	0	3	MEC	252	Strength of Materials		2	2	3
MEC	111	Machine Processes I		1	4	3	---	---	Humanities/Fine Arts				
PHY	131	Physics-Mechanics		2	2	4			Elective (See your advisor.)		3	0	3
				11	12	16					11	16	18
SUMMER - 1st Year							Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :						
DDF	211	Design Drafting I		2	6	4	1. One unit of algebra						
DFT	151	CAD I		2	3	3	2. One unit of geometry						
HYD	110	Hydraulics/Pneumatics I		2	3	3	3. High school physics recommended						
				6	12	10	TOTAL CREDIT HOURS: 72						

MECHANICAL ENGINEERING TECHNOLOGY/DRAFTING AND DESIGN

C 40 32 A

Certificate

Day

The Mechanical Engineering Technology curriculum prepares graduates for employment as mechanical technicians. Typical assignments would include assisting in the design, development, testing and repair of mechanical equipment. Emphasis is placed on the integration of theory and mechanical principles.

Course work includes applied mechanics, manufacturing methods and processes, computer usage, computer-aided drafting, mathematics, physics, and oral and written communications. The courses will stress critical thinking, planning, and problem solving.

Graduates of the curriculum will find employment opportunities in the diversified branches of the mechanical field. Mechanical engineering technicians are employed in many types of manufacturing, fabrication, research and development, and service industries.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
SUMMER				SPRING			
DDF 211 Design Drafting I	2	6	4	DFT 153 CAD III	2	3	3
DFT 151 CAD I	2	3	3		2	3	3
	4	9	7				
				TOTAL CREDIT HOURS: 17			
FALL							
DDF 212 Design Drafting II	1	6	4				
DFT 152 CAD II	2	3	3				
	3	9	7				

MEDICAL ASSISTING

A 45 40 0

Associate in Applied Science

Day

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physician's offices, health maintenance organizations, health department, and hospitals.

Course Title			Hours Per Week				Course Title			Hours Per Week						
			Cl	Lb	Cn	Cr				Cl	Lb	Cn	Cr			
FALL - 1st Year																
ACC	111	Financial Accounting	3	0	0	3				ENG	115	Oral Communication	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2				MED	260	Med Clinical Externship	0	0	15	5
MAT	115	Mathematical Models	2	2	0	3				MED	262	Clinical Perspectives	1	0	0	
MED	110	Orientation to Med Assist	1	0	0	1				MED	276	Patient Education	1	2	0	2
MED	121	Medical Terminology	3	0	0	3				PSY	150	General Psychology	3	0	0	3
OST	131	Keyboarding	1	2	0	2							8	2	15	14
			11	6	0	14										
SPRING - 1st Year																
ENG	111	Expository Writing	3	0	0	3										
MED	116	Introduction to A & P	3	2	0	4										
MED	122	Medical Terminology II	3	0	0	3										
MED	130	Admin Office Proc I	1	2	0	2										
OST	134	Text Entry & Formatting	2	2	0	3										
			12	6	0	15										
SUMMER - 1st Year																
MED	118	Medical Law and Ethics	2	0	0	2										
MED	131	Admin Office Proc II	1	2	0	2										
MED	140	Exam Room Procedures I	3	4	0	5										
---	---	Humanities/Fine Arts Elective (See your advisor.)	3	0	0	3										
			9	6	0	12										
FALL - 2nd Year																
MED	134	Medical Transcription	2	2	0	3										
MED	150	Laboratory Procedures I	3	4	0	5										
MED	240	Exam Room Procedures II	3	4	0	5										
MED	272	Drug Therapy	3	0	0	3										
			11	10	0	16										
SPRING - 2nd Year																
ENG	115	Oral Communication	3	0	0	3										
MED	260	Med Clinical Externship	0	0	15	5										
MED	262	Clinical Perspectives	1	0	0											
MED	276	Patient Education	1	2	0	2										
PSY	150	General Psychology	3	0	0	3										
			8	2	15	14										
Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :																
1. Physical exam.																
2. High school algebra I recommended.																
3. High school biology recommended.																
4. High school chemistry recommended.																
Program Information:																
This program has limited enrollment. Those students first to meet the admission requirements before the admission deadline will be admitted as space allows. The Admissions Office can provide additional information on the admission process. A grade of C or better is required for all MED courses. Failure to meet this requirement may result in dismissal from the program. Re-admission may be possible but requires re-application and approval by the College.																
TOTAL CREDIT HOURS: 71																

MEDICAL LABORATORY TECHNOLOGY

A 45 42 0 Associate in Applied Science Day

This consortium curriculum is offered to students at Forsyth Technical Community College through an agreement with **Davidson County Community College**.

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance, and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the National Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Course Title			Hours Per Week				Course Title			Hours Per Week			
			Cl	Lb	Cn	Cr				Cl	Lb	Cn	Cr
FALL - 1st Year													
BIO	163	Basic Anat & Physiology*	4	2	0	5	MLT	216	Professional Issues	0	2	0	1
CHM	130	Gen, Org, & Biochemistry*	3	0	0	3	MLT	240	Special Clin Microbiology	2	3	0	3
CHM	130A	Gen, Org, & Biochem Lab*	0	2	0	1	MLT	257	MLT Practicum I	0	0	24	8
MAT	140	Survey of Mathematics	3	0	0	3				2	5	24	12
MLT	110	Intro to MLT	2	3	0	3	SPRING - 2nd Year						
MLT	140	Intro to Microbiology	2	3	0	3	MLT	215	Professional Issues	1	0	0	1
			14	10	0	18	MLT	269	MLT Practicum II	0	0	33	11
							---	---	Humanities/Fine Arts Elective (See your advisor.)	3	0	0	3
										4	0	33	15
SPRING - 1st Year													
ENG	111*	Expository Writing*	3	0	0	3	*These courses will be taught on the Forsyth Tech campus. All other courses will be taught on the Davidson County Community College campus.						
MLT	111	Urinalysis & Body Fluids	1	3	0	2							
MLT	120	Hematology/Hemostasis I	3	3	0	4							
MLT	125	Immunohematology I	4	3	0	5							
PSY	150	General Psychology*	3	0	0	3							
			14	9	0	17							
SUMMER - 1st Year													
COM	120	Interpersonal Communication	3	0	0	3	Additional admission requirements to those listed on pages 9 and 10 in the College Catalog:						
ENG	114	Prof Research & Reporting*	3	0	0	3	1. Completion of high school or college credits in biology, chemistry, and algebra. Credit for chemistry is granted only with a course grade of C or better.						
MLT	130	Clinical Chemistry I	3	3	0	4	2. No grade below C in Medical Laboratory curriculum courses taken prior to program entry.						
			9	3	0	10							

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4. Overall grade point average of 2.0 on those courses completed at Forsyth Tech which are listed as program course requirements.
5. Completion of the *Forsyth Tech Student Medical Form*.

Program Information:

This program has limited enrollment. Those students first to meet the admissions requirements before the admission deadline will be admitted as space allows. The Admissions Office can provide additional information on the admission process.

A grade of F or any withdrawal in any required science course, MLT prefix course, or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. A grade of C or better is required in all MLT courses or the student will be dismissed. Re-admission may be possible but requires re-application and approval by the College.

The program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

TOTAL CREDIT HOURS: 72

MEDICAL OFFICE ADMINISTRATION

A 25 31 0

Associate in Applied Science

Day

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL - 1st Year					FALL - 2nd Year				
ENG 111	Expository Writing	3	0	3	ACC 120	Prin of Accounting I	3	2	4
MAT 115	Mathematical Models	2	2	3	COM 231	Public Speaking	3	0	3
MED 121	Medical Terminology I	3	0	3	OR				
OST 131	Keyboarding	1	2	2	ENG 115	Oral Communication	(3)	(0)	(3)
OST 136	Word Processing	1	2	2	OST 149	Medical Legal Issues	3	0	3
OST 184	Records Management	1	2	2	OST 201	Medical Transcription I	3	2	4
		11	8	15			12	4	14
SPRING - 1st Year					SPRING - 2nd Year				
CIS 111	Basic PC Literacy	1	2	2	CIS 152	Database Concepts & Apps	2	2	3
MED 122	Medical Terminology II	3	0	3	ENG 114	Prof Research & Reporting	3	0	3
MED 130	Admin Office Proc I	1	2	2	OST 148	Med Coding Billing & Insu	3	0	3
OST 134	Text Entry & Formatting	2	2	3	OST 289	Office Systems Management	2	2	3
OST 164	Text Editing Applications	3	0	3	--- ---	Humanities/Fine Arts			
PSY 118	Interpersonal Psychology	3	0	3		Elective (See your advisor.)	3	0	3
		13	6	16			13	4	15
SUMMER - 1st Year					TOTAL CREDIT HOURS: 70				
CIS 120	Spreadsheet I	2	2	3					
OST 135	Adv Text Entry & Format	3	2	4					
OST 181	Intro to Office Systems	2	2	3					
		7	6	10					

MEDICAL SONOGRAPHY

A 45 44 0

Associate in Applied Science

Day

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals and educational institutions.

Course Title			Hours Per Week				Course Title			Hours Per Week			
			Cl	Lb	Cn	Cr				Cl	Lb	Cn	Cr
FALL - 1st Year													
BIO	163	Basic Anat & Physiology	4	2	0	5							
ENG	111	Expository Writing	3	0	0	3							
MAT	115	Mathematical Models	2	2	0	3							
SON	110	Intro to Sonography	1	3	3	3							
SON	130	Abdominal SON I	2	3	0	3							
			12	10	3	17							
SPRING - 1st Year													
ENG	112	Argument-Based Research	3	0	0	3							
OR													
ENG	114	Prof Research & Reporting (3)	(0)	(0)	(3)	(3)							
SON	111	Sonographic Physics	3	3	0	4							
SON	120	SON Clinical Ed I	0	0	15	5							
SON	131	Abdominal Sonography II	1	3	0	2							
			7	6	15	14							
			(7)	(6)	(15)	(14)							
SUMMER - 1st Year													
SON	121	SON Clinical Ed II	0	0	15	5							
SON	140	Gynecological Sonography	2	0	0	2							
			2	0	15	7							
FALL - 2nd Year													
PSY	150	General Psychology	3	0	0	3							
SON	220	SON Clinical Ed III	0	0	24	8							
SON	225	Case Studies	0	3	0	1							
SON	241	Obstetrical Sonography I	2	0	0	2							
SON	274	Neurosonology	2	0	0	2							
---	---	Humanities/Fine Arts											
		Elective (See your advisor.)	3	0	0	3							
			10	3	24	19							
SPRING - 2nd Year													
SON	221	SON Clinical Ed IV	0	0	24	8							
SON	242	Obstetrical Sonography II	2	0	0	2							
SON	250	Vascular Sonography	1	3	0	2							
SON	272	Advanced Pathology	0	3	0	1							
SON	276	Fetal Echocardiography	1	0	0	1							
SON	289	Sonographic Topics	2	0	0	2							
			6	6	24	16							

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Completion of high school or college credits in biology, chemistry, and algebra. Effective for fall 2000 admissions, successful completion of a physics course prior to the first semester of program enrollment is required.
2. Current cardiopulmonary resuscitation certification at the health care provider-level.
3. Completion of program orientation requirements which may include observational hours prior to acceptance.
4. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
5. Completion of the *Forsyth Tech Student Medical Form*.

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Program Information:

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course, SON prefix course, or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. Re-admission may be possible but requires re-application and approval by the College.

TOTAL CREDIT HOURS: 73

MEDICAL SONOGRAPHY

D 45 44 0

Diploma

Day

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures. *Individuals entering this program must have an A.A.S. degree in a health field or a Bachelor's degree in any field.*

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals and educational institutions.

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cr			Cl	Lb	Cr	
FALL - 1st Year									
BIO 163 Basic Anat & Physiology	4	2	0	5	Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> : 1. Completion of high school or college credits in biology, chemistry, and algebra. Effective for fall 2000 admissions, successful completion of a physics course prior to the first semester of program enrollment is required. 2. Written recommendations completed on the college approved form. 3. Current cardiopulmonary resuscitation certification at the health care provider-level. 4. Completion of program orientation requirements which may include observational hours prior to acceptance. 5. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements. 6. Completion of the <i>Forsyth Tech Student Medical Form</i> . 7. Completion of two-year health science degree or bachelor's degree.				
SON 110 Intro to Sonography	1	3	3	3					
SON 130 Abdominal Sonography I	2	3	0	3					
SON 274 Neurosonology	2	0	0	2					
	9	8	3	13					
SPRING - 1st Year									
ENG 111 Expository Writing	3	0	0	3					
SON 111 Sonographic Physics	3	3	0	4					
SON 120 SON Clinical Ed I	0	0	15	5					
SON 131 Abdominal Sonography II	1	3	0	2					
SON 225 Case Studies	0	3	0	1					
SON 250 Vascular Sonography	1	3	0	2					
	8	12	15	17					
SUMMER - 1st Year									
SON 121 SON Clinical Ed II	0	0	15	5					
SON 140 Gynecological Sonography	2	0	0	2					
	2	0	15	7					
FALL - 2nd Year									
SON 222 Selected SON Clinical Ed	0	0	6	2	Program Information				
	0	0	6	2	This program has limited enrollment. Students are chosen by a selective admissions process.				

MEDICAL TRANSCRIPTION

D 25 32 0

Diploma

Day

The Medical Transcription curriculum prepares individuals to become medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services.

Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skill and knowledge of voice procession equipment, students must master English grammar, spelling, and proofreading.

Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, private transcription businesses, research facilities, insurance companies, and publishing companies. After acquiring work experience, individuals can apply to the American Association for Medical Transcription to become Certified Medical Transcriptionists.

Course Title		Hours Per Week				Course Title		Hours Per Week			
		Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr
FALL						Additional admissions requirement to those listed on pages 9 and 10 in the <i>College Catalog</i> :					
MED 116	Introduction to A & P	3	2	0	4	1. Must have successfully completed the OST 131 course or passed the OST 131 proficiency test.					
MED 121	Medical Terminology I	3	0	0	3						
OST 131	Keyboarding	1	2	0	2						
OST 136	Word Processing	1	2	0	2						
OST 164	Text Editing Applications	3	0	0	3						
OST 203	Fundamentals of Med Doc	3	0	0	3						
		14	6	0	17						
SPRING						Program Information:					
ENG 111	Expository Writing	3	0	0	3	This program has limited enrollment. Those students first to meet the admission requirements before the admission deadline will be admitted as space allows. The Admissions Office can provide additional information on the admissions process. A grade of C or better is required for all MED and OST courses. Failure to meet this requirement may result in dismissal from the program. Re-admission may be possible but requires re-application and approval by the College.					
MED 122	Medical Terminology II	3	0	0	3						
OST 201	Medical Transcription I	3	2	0	4						
---	Humanities/Fine Arts Elective (See your advisor.)	3	0	0	3						
		12	2	0	13						
SUMMER						TOTAL CREDIT HOURS: 39					
MED 118	Medical Law and Ethics	2	0	0	2						
MED 272	Drug Therapy	3	0	0	3						
OST 202	Medical Transcription II	3	2	0	4						
		8	2	0	9						

NUCLEAR MEDICINE TECHNOLOGY

A 45 46 0

Associate in Applied Science

Day

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level Nuclear Medicine Technologists.

Students will acquire the knowledge and skills necessary to properly perform clinical procedures. These skills include patient care, use of radioactive materials, operation of imaging and counting instrumentation, and laboratory procedures.

Graduates may be eligible to apply for certification/registration examinations given by the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists.

Course Title			Hours Per Week				Course Title			Hours Per Week						
			Cl	Lb	Cn	Cr				Cl	Lb	Cn	Cr			
FALL - 1st Year																
BIO	163	Basic Anat & Physiology	4	2	0	5										
CHM	130	Gen, Org, & Biochemistry	3	0	0	3										
CHM	130A	Gen, Org, & Biochem Lab	0	2	0	1										
ENG	115	Oral Communication	3	0	0	3										
MAT	115	Mathematical Models	2	2	0	3										
NMT	110	Intro to Nuclear Medicine	2	0	0	2										
NMT	110A	Intro to Nuc Med Lab	0	3	0	1										
			14	9	0	18										
SPRING - 1st Year																
CIS	111	Basic PC Literacy	1	2	0	2										
ENG	111	Expository Writing	3	0	0	3										
NMT	126	Nuclear Physics	2	0	0	2										
PHY	125	Health Sciences Physics	3	2	0	4										
PSY	150	General Psychology	3	0	0	3										
---	---	Humanities/Fine Arts														
		Elective (See your advisor.)	3	0	0	3										
			15	4	0	17										
SUMMER - 2nd Year																
NMT	132	Overview - Clinical Nuc Med	2	0	6	4										
NMT	134	Nuclear Pharmacy	2	0	0	2										
NMT	136	Health Physics	2	0	0	2										
			6	0	6	8										
SPRING - 2nd Year																
NMT	128	Statistics for Nuc Med	1	3	0	2										
NMT	211	NMT Clinical Practice I	0	0	21	7										
NMT	212	Proc for Nuclear Med I	2	0	0	2										
NMT	212A	Proc for Nuc Med I Lab	0	3	0	1										
NMT	215	Non-Imaging Instrumentation	1	3	0	2										
NMT	218	Computers in Nuc Med	2	0	0	2										
			6	9	21	16										
SPRING - 2nd Year																
NMT	214	Radiobiology	2	0	0	2										
NMT	221	NMT Clinical Practice II	0	0	21	7										
NMT	222	Proc for Nuclear Med II	2	0	0	2										
NMT	222A	Proc for Nuc Med II Lab	0	3	0	1										
NMT	224	In Vitro Procedures	2	0	0	2										
NMT	225	Imaging Instrumentation	1	3	0	2										
			7	6	21	16										
Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :																
1. Completion of high school or college credits in biology, chemistry, and algebra.																
2. Completion of program orientation requirements which may include observational hours prior to acceptance.																
3. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as																

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Program Information:

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course, NMT prefix course, or prerequisite course while enrolled in the program may result in dismissal of the student from the curriculum. Re-admission may be possible but requires re-application and approval by the College.

TOTAL CREDIT HOURS: 75

OFFICE SYSTEMS TECHNOLOGY

A 25 36 0

Associate in Applied Science

Day

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communications, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on nontechnical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry level to supervisor to middle management. Graduates receive preparation to take the Certified Professional Secretary (CPS) exam.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL - 1st Year							FALL - 2nd Year						
ENG 111	Expository Writing	3	0	3			ACC 120	Prin of Accounting I	3	2	4		
MAT 115	Mathematical Models	2	2	3			COM 231	Public Speaking	3	0	3		
OST 131	Keyboarding	1	2	2			OR						
OST 136	Word Processing	1	2	2			ENG 115	Oral Communication	(3)	(0)	(3)		
OST 162	Executive Terminology	3	0	3			OST 137	Office Software Applications	1	2	2		
OST 184	Records Management	1	2	2			OST 223	Machine Transcription I	1	2	2		
		11	8	15			OST 224	Machine Transcription II	1	2	2		
SPRING - 1st Year							--- ---	Humanities/Fine Arts					
BUS 115	Business Law I	3	0	3			Elective (See your advisor.)			3	0	3	
CIS 111	Basic PC Literacy	1	2	2						12	8	16	
OST 134	Text Entry & Formatting	2	2	3			SPRING - 2nd Year						
OST 164	Text Editing Applications	3	0	3			ACC 150	Computerized Gen Ledger	1	2	2		
PSY 118	Interpersonal Psychology	3	0	3			CIS 152	Data Base Concepts & Apps	2	2	3		
		12	4	14			ENG 114	Prof Research & Reporting	3	0	3		
SUMMER - 1st Year							OST 236	Adv Word/Information Proc	2	2	3		
CIS 120	Spreadsheet I	2	2	3			OST 289	Office Systems Management	2	2	3		
OST 135	Adv Text Entry & Format	3	2	4					10	8	14		
OST 181	Intro to Office Systems	2	2	3			Additional admissions requirements to those listed						
		7	6	10			on pages 9 and 10 in the <i>College Catalog</i> :						

1. High school accounting recommended.
2. High school keyboarding recommended.

TOTAL CREDIT HOURS: 69

OFFICE SYSTEMS TECHNOLOGY

A 25 36 0

Associate in Applied Science

Evening

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communications, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on nontechnical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry level to supervisor to middle management. Graduates receive preparation to take the Certified Professional Secretary (CPS) exam.

Course Title			Hours Per Week			Course Title			Hours Per Week		
			Cl	Lb	Cr				Cl	Lb	Cr
FALL - 1st Year						Students should take this sequence when the Fall Semester falls on odd-numbered years.					
OST	131	Keyboarding	1	2	2	FALL - 3rd Year					
OST	136	Word Processing	1	2	2	ENG	114	Prof Research & Reporting	3	0	3
OST	162	Executive Terminology	3	0	3	OST	137	Office Software Applications	1	2	2
OST	184	Records Management	1	2	2				4	2	5
			6	6	9	SPRING - 3rd Year					
SPRING - 1st Year						CIS	152	Data Base Concepts & Apps	2	2	3
CIS	111	Basic PC Literacy	1	2	2	PSY	118	Interpersonal Psychology	3	0	3
OST	134	Text Entry & Formatting	2	2	3				5	2	6
OST	164	Text Editing Applications	3	0	3	SUMMER - 3rd Year					
			6	4	8	ACC	150	Computerized Gen Ledger	1	2	2
SUMMER - 1st Year						---	---	Humanities/Fine Arts			
COM	231	Public Speaking	3	0	3			Elective (See your advisor.)	3	0	3
		OR							4	2	5
ENG	115	Oral Communication	(3)	(0)	(3)	Students should take this sequence when the Fall Semester begins on even-numbered years.					
ENG	111	Expository Writing	3	0	3	FALL - 4th Year					
			6	0	6	OST	223	Machine Transcription I	1	2	2
FALL - 2nd Year						OST	224	Machine Transcription II	1	2	2
OST	135	Adv Text Entry & Format	3	2	4				2	4	4
OST	181	Intro to Office Systems	2	2	3	SPRING - 4th Year					
			5	4	7	MAT	115	Mathematical Models	2	2	3
SPRING - 2nd Year						OST	289	Office Systems Management	2	2	3
ACC	120	Prin of Accounting I	3	2	4				4	4	6
OST	236	Adv Word/Information Proc	2	2	3	Students should take this sequence when the Fall Semester begins on even-numbered years.					
			5	4	7	FALL - 4th Year					
SUMMER - 2nd Year						OST	223	Machine Transcription I	1	2	2
CIS	120	Spreadsheet I	2	2	3	OST	224	Machine Transcription II	1	2	2
BUS	115	Business Law I	3	0	3				2	4	4
			5	2	6	SPRING - 4th Year					

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Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. High school accounting recommended.
2. High school keyboarding recommended.

TOTAL CREDIT HOURS: 69

OFFICE SYSTEMS TECHNOLOGY

D 25 36 0

Diploma

Day

The Office Systems Technology diploma program prepares individuals for administrative office support and entry-level positions. It equips students to meet basic demands in small and large office environments.

Students will complete courses designed to develop proficiency in computer terminology, document formatting, word processing, basic grammar and editing, records management, and office procedures. In addition, students will receive training in several high-level software packages. Emphasis is placed on nontechnical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry level to supervisor with experience.

Students in the diploma program can easily transfer to the Office Systems Technology degree program.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL							SUMMER						
ENG 111	Expository Writing	3	0	3			CIS 120	Spreadsheet I	2	2	3		
OST 131	Keyboarding	1	2	2			OST 135	Adv Text Entry & Format	3	2	4		
OST 136	Word Processing	1	2	2			OST 181	Intro to Office Systems	2	2	3		
OST 162	Executive Terminology	3	0	3					7	6	10		
OST 184	Records Management	1	2	2			Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> : 1. Keyboarding skills are recommended.						
		9	6	12									
SPRING							TOTAL CREDIT HOURS: 39						
CIS 111	Basic PC Literacy	1	2	2									
COM 231	Public Speaking	3	0	3									
OR													
ENG 115	Oral Communication	(3)	(0)	(3)									
OST 134	Text Entry & Formatting	2	2	3									
OST 164	Text Editing Applications	3	0	3									
OST 236	Adv Word/Information Proc	2	2	3									
PSY 118	Interpersonal Psychology	2	0	2									
		14	6	17									

OFFICE SYSTEMS TECHNOLOGY

D 25 36 0

Diploma

Evening

The Office Systems Technology diploma program prepares individuals for administrative office support and entry-level positions. It equips students to meet basic demands in small and large office environments.

Students will complete courses designed to develop proficiency in computer terminology, document formatting, word processing, basic grammar and editing, records management, and office procedures. In addition, students will receive training in several high-level software packages. Emphasis is placed on nontechnical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry level to supervisor with experience.

Students in the diploma program can easily transfer to the Office Systems Technology degree program.

Course Title	Hours Per Week	Cl	Lb	Cr	Course Title	Hours Per Week	Cl	Lb	Cr
FALL - 1st Year					FALL - 2nd Year				
OST 131	Keyboarding	1	2	2	OST 135	Adv Text Entry & Format	3	2	4
OST 136	Word Processing	1	2	2	OST 181	Intro to Office Systems	2	2	3
OST 162	Executive Terminology	3	0	3			5	4	7
OST 184	Records Management	1	2	2					
		6	6	9	SPRING - 2nd Year				
SPRING - 1st Year					OST 236	Adv Word/Informaion Proc	2	2	3
CIS 111	Basic PC Literacy	1	2	2	PSY 118	Interpersonal Psychology	3	0	3
OST 134	Text Entry & Formatting	2	2	3			5	2	6
OST 164	Text Editing Applications	3	0	3	SUMMER - 2nd Year				
		6	4	8	CIS 120	Spreadsheet I	2	2	3
SUMMER - 1st Year							2	2	3
COM 231	Public Speaking	3	0	3	Additional admissions requirements to those listed				
OR					on pages 9 and 10 in the <i>College Catalog</i> :				
ENG 115	Oral Communication	(3)	(0)	(3)	1. Keyboarding skills are recommended.				
ENG 111	Expository Writing	3	0	3	TOTAL CREDIT HOURS: 39				
		6	0	6					

OFFICE SYSTEMS TECHNOLOGY

C 25 36 0

Certificate

Day and Evening

The Office Systems Technology certificate program prepares individuals for general office support and entry-level positions. It equips students to meet basic demands in small and large office environments.

Students will complete courses designed to develop proficiency in computer terminology, document formatting, word processing, records management, and document editing. Emphasis is placed on nontechnical as well as technical skills.

Graduates should qualify for entry-level employment in a variety of positions in business, government, and industry.

Students in the certificate program can easily transfer to the Office Systems Technology diploma or degree programs.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL					Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :				
OST 131	Keyboarding	1	2	2	1. Keyboarding skills are recommended.				
OST 162	Executive Terminology	3	0	3					
OST 184	Records Management	1	2	2					
		5	4	7	TOTAL CREDIT HOURS: 15				
SPRING									
CIS 111	Basic PC Literacy	1	2	2					
OST 134	Text Entry & Formatting	2	2	3					
OST 164	Text Editing Applications	3	0	3					
		6	4	8					

PARALEGAL TECHNOLOGY

A 25 38 0

Associate in Applied Science

Day

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
FALL - 1st Year					FALL - 2nd Year				
CIS 111 Basic PC Literacy	1	2	0	2	LEX 120 Legal Research/Writing I	2	2	0	3
LEX 110 Intro to Paralegal Study	2	0	0	2	LEX 210 Real Property I	3	0	0	3
LEX 140 Civil Litigation I	3	0	0	3	OST 134 Text Entry & Formatting	3	2	0	4
LEX 240 Family Law	3	0	0	3	--- --- Humanities/Fine Arts				
LEX 280 Ethics & Professionalism	2	0	0	2	Elective (See your advisor.)	3	0	0	3
OST 131 Keyboarding	1	2	0	2	LEX --- Elective*	1	2	0	2
	12	4	0	14	OR				
					LEX --- Elective*	(3)	(4)	(0)	(3)
						12	6	0	15
						(14)	(8)	(0)	(16)
SPRING - 1st Year					SPRING - 2nd Year				
ENG 111 Expository Writing	3	0	0	3	COE 111 Co-op Work Experience I	0	0	10	1
LEX 150 Commercial Law I	2	2	0	3	COE 115 Work Exp Seminar I	1	0	0	1
LEX 250 Wills, Trusts, & Estates	2	2	0	3	LEX 121 Legal Research/Writing II	2	2	0	3
MAT 115 Mathematical Models	2	2	0	3	LEX 130 Civil Injuries	3	0	0	3
LEX --- Elective*	1	2	0	2	PSY 118 Interpersonal Psychology	3	0	0	3
OR					LEX --- Elective*	1	2	0	2
LEX --- Elective*	(3)	(4)	(0)	(3)	OR				
	10	8	0	14	LEX --- Elective*	(3)	(4)	(0)	(3)
	(12)	(10)	(0)	(15)		10	4	10	13
						(12)	(6)	(10)	(14)
SUMMER - 1st Year					*LEX Electives (Hours per week vary depending on course selection.)				
ACC 120 Prin of Accounting I	3	2	0	4	Select 10 hours from LEX 141, 151, 160, 211, 214, 220,				
ENG 114 Prof Research & Reporting	3	0	0	3	260, 270, 283, or 286.				
LEX --- Elective*	1	2	0	2					
OR									
LEX --- Elective*	(3)	(4)	(0)	(3)					
	7	4	0	9					
	(9)	(6)	(0)	(10)					

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Accounting recommended.
2. Keyboarding recommended.

TOTAL CREDIT HOURS: 65-69

PARALEGAL TECHNOLOGY

A 25 38 0

Associate in Applied Science

Evening

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Course Title		Hours Per Week				Course Title		Hours Per Week			
		Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr
FALL - 1st Year						SPRING - 2nd Year					
CIS 111	Basic PC Literacy	1	2	0	2	LEX 121	Legal Research/Writing II	2	2	0	3
LEX 110	Intro to Paralegal Study	2	0	0	2	LEX 250	Wills, Trusts, & Estates	2	2	0	3
LEX 140	Civil Litigation I	3	0	0	3	LEX ---	Elective*	1	2	0	2
		6	2	0	7	OR					
SPRING - 1st Year						LEX ---	Elective*	(3)	(4)	(0)	(3)
LEX 240	Family Law	3	0	0	3			5	6	0	8
MAT 115	Mathematical Models	2	2	0	3			(7)	(8)	(0)	(9)
OST 131	Keyboarding	1	2	0	2	SUMMER - 2nd Year					
		6	4	0	8	ENG 114	Prof Research & Reporting	3	0	0	3
SUMMER - 1st Year						LEX 210	Real Property I	3	0	0	3
ENG 111	Expository Writing	3	0	0	3	PSY 118	Interpersonal Psychology	3	0	0	3
LEX 280	Ethics & Professionalism	2	0	0	2			9	0	0	9
---	Humanities/Fine Arts					FALL - 3rd Year					
	Elective (See your advisor.)	3	0	0	3	ACC 120	Prin of Accounting I	3	2	0	4
		8	0	0	8	LEX 130	Civil Injuries	3	0	0	3
FALL - 2nd Year						LEX ---	Elective*	1	2	0	2
LEX 120	Legal Research/Writing I	2	2	0	3	OR					
LEX 150	Commercial Law I	2	2	0	3	LEX ---	Elective*	(3)	(4)	(0)	(3)
OST 134	Text Entry & Formatting	3	2	0	4			7	4	0	9
LEX ---	Elective*	1	2	0	2			(9)	(6)	(0)	(10)
OR						SPRING - 3rd Year					
LEX ---	Elective*	(3)	(4)	(0)	(3)	COE 111	Co-op Work Experience I	0	0	10	1
		8	8	0	12	COE 115	Work Exp Seminar I	1	0	0	1
		(10)	(10)	(0)	(13)	LEX ---	Elective*	1	2	0	2
						OR					
						LEX ---	Elective*	(3)	(4)	(0)	(3)
								2	2	10	4
								(4)	(4)	(10)	(5)

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***LEX Electives** (Hours per week vary depending on course selection.)

Select 10 hours from LEX 141, 151, 160, 211, 214, 220, 260, 270, 283, or 286.

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*.

- 1. Accounting recommended.
- 2. Keyboarding recommended.

TOTAL CREDIT HOURS: 65-69

PARALEGAL TECHNOLOGY - PERSONAL INJURY

C 25 38 0 PI

Certificate

Day and Evening

The purpose of the Personal Injury certificate curriculum is to provide the fundamental skills needed as a personal injury paralegal.

After successful completion of this certificate, an individual will be able to comprehend legal issues in a personal injury case, gather and assess evidence, prepare documents, coordinate client representation, and assist in negotiations and litigation.

Employment opportunities are available in law firms and in the insurance industry.

Each course in this certificate program which is not already required in the core paralegal curriculum will also qualify as an elective in the general paralegal degree program.

Course Title					Hours Per Week					Course Title					Hours Per Week				
					Cl	Lb	Ca	Cr							Cl	Lb	Ca	Cr	
FALL										SPRING									
LEX	130	Civil Injuries			3	0	0	3		LEX	141	Civil Litigation II			2	2	0	3	
LEX	140	Civil Litigation I			3	0	0	3		LEX	214	Investigat & Trial Prep			1	4	0	3	
					6	0	0	6		LEX	286	Medical Evidence Analysis			1	2	0	2	
															4	8	0	8	

TOTAL CREDIT HOURS: 14

PARALEGAL TECHNOLOGY - REAL PROPERTY

C 25 38 0 RP

Certificate

Day and Evening

The purpose of the Real Property certificate curriculum is to provide the fundamental skills needed as a law firm, government, or corporate real estate paralegal.

After successful completion of this certificate, an individual will be able to search real estate title, prepare loan closing documents including HUD-1 closing settlement statements using commercially available software, and assist in residential real estate transactions.

Employment opportunities are available in lending institutions, law firms as title searchers and closing specialists, and in corporate and government offices working in real estates related matters.

Each course in this certificate program which is not already required in the core paralegal curriculum will also qualify as an elective in the paralegal degree program.

Course Title		Hours Per Week				Course Title		Hours Per Week			
		Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr
FALL						SPRING					
ACC 120	Prin of Accounting I	3	2	0	4	LEX 211	Real Property II	1	4	0	3
LEX 210	Real Property I	3	0	0	3	LEX 250	Wills, Trusts, &				
LEX 270	Law Office						Estates	2	2	0	3
	Mgt/Technology	1	2	0	2	LEX 280	Ethics & Professionalism	2	0	0	2
		7	4	0	9			5	6	0	8

TOTAL CREDIT HOURS: 17

PHYSICAL THERAPIST ASSISTANT (1+1)

A 45 64 0 G

Associate in Applied Science

Day

This collaborative program is offered to students at Forsyth Technical Community College through the piedmont regional physical therapist assistant curriculum. Students complete general education requirements first year spring and summer on the Forsyth Tech campus. All other courses are taught on the campus of **Guilford Technical Community College**.

The physical therapist assistant curriculum prepares the graduate to assist the professional physical therapist in a variety of direct patient care services delegated by the supervising therapist to restore function by alleviation or prevention of physical therapy service. The graduate is eligible to take the licensing examination given by the North Carolina Board of Physical Therapy Examiners.

Suggested high school courses for individuals desiring a career as a physical therapist assistant would include biology, algebra, and possibly chemistry.

Course Title				Hours Per Week				Course Title				Hours Per Week			
				Cl	Lb	Cn	Cr					Cl	Lb	Cn	Cr
SPRING - 1st Year								SPRING - 2nd Year							
BIO	168	Anatomy and Physiology I*		3	3	0	4	PTA	145	Therapeutic Procedures		2	6	0	4
ENG	111	Expository Writing*		3	0	0	3	PTA	215	Therapeutic Exercise		2	3	0	3
PHY	110	Conceptual Physics*		3	0	0	3	PTA	245	PTA Clinical III		0	0	12	4
PHY	110A	Conceptual Physics Lab*		0	2	0	1					4	9	12	11
PSY	150	General Psychology*		3	0	0	3	SUMMER - 2nd Year							
----	----	Humanities/Fine Arts						PTA	225	Intro to Rehabilitation		3	3	0	4
		Elective (See your advisor.)		3	0	0	3	PTA	255	PTA Clinical IV		0	0	12	4
				15	5	0	17					3	3	12	8
SUMMER - 1st Year								FALL - 2nd Year							
BIO	169	Anatomy and Physiology II*		3	3	0	4	PTA	155	PTA Clinical I		0	0	6	2
COM	110	Introduction to Communication*		3	0	0	3	PTA	185	PTA Clinical II		0	0	9	3
ENG	114	Prof Research & Reporting*		3	0	0	3	PTA	212	Health Care/Resources		2	0	0	2
PSY	241	Developmental Psych*		3	0	0	3	PTA	235	Neurological Rehab		3	6	0	5
				12	3	0	13					5	6	15	12
FALL - 1st Year								* These courses can be taken on the Forsyth Tech campus. All other courses are taught on the Guilford Technical Community College campus.							
PTA	110	Intro to Physical Therapy		2	3	0	3	Additional admissions requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :							
PTA	125	Gross & Functional Anat		3	6	0	5	1. College English or algebra courses with a grade of C or higher within the past 10 years may waive some required placement tests. High school algebra I or higher with a grade of C or higher taken within the past five years may be substituted for the algebra placement test.							
PTA	135	Pathology		4	0	0	4								
PTA	222	Professional Interactions		2	0	0	2								
				11	9	0	14								

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2. Completion of high school or college has been met.
3. Grades of C or higher are required for general education courses completed prior to program admission and enrollment in PTA course work at Guilford Tech.
4. Completion of the PSB - Health Occupations Aptitude Examination - Revised.
5. All applicants must complete a "physical therapy assistant related experience" prior to the application deadline. See admissions for more information.
6. Completion of program orientation requirements.
7. Overall grade point average of 2.0 on those courses completed at Forsyth Tech which are listed as program course requirements.
8. Completion of the *Forsyth Tech Student Medical Form*.

Program Information:

This program has limited enrollment and selects students for admission. When minimum requirements are met, applicants are ranked using a point system based on grades, standardized testing (PSB), and amount of physical therapist assistant related experience. The top ranking applicants will be admitted based on space availability.

A grade of C or higher is required in all physical therapist assistant (PTA) courses or the student will be suspended from the program.

Guilford Tech requires demonstrated math and computer competency prior to graduation.

The Physical Therapist Assistant program at Guilford Tech is fully accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA).

TOTAL CREDIT HOURS: 75

PLUMBING

D 35 30 0

Diploma

Day

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repairs of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints and practices in plumbing assembly. Students will gain knowledge of State Codes and requirements. Students will develop skills through hands-on participation during lab and at job sites. Students are responsible for their own transportation to and from job sites.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL							SUMMER						
BPR	130	Blueprint Reading/Const		1	2	2	ENG	101	Applied Communications I		3	0	3
MAT	101	Applied Mathematics I		2	2	3	PLU	130	Plumbing Systems		3	2	6
PLU	110	Modern Plumbing		4	15	9					6	9	9
PLU	140	Intro to Plumbing Codes		1	2	2	TOTAL CREDIT HOURS: 38						
				8	21	16							
SPRING													
PLU	120	Plumbing Applications		4	15	9							
PLU	150	Plumbing Diagrams		1	2	2							
WLD	112	Basic Welding Processes		1	3	2							
				6	20	13							

PLUMBING

C 35 30 0

Certificate

Day

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repairs of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints and practices in plumbing assembly. Students will gain knowledge of State Codes and requirements. Students will develop skills through hands-on participation during lab and at job sites. Students are responsible for their own transportation to and from job sites.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SPRING			
PLU 110 Modern Plumbing	4	15	2	PLU 120 Plumbing Applications	4	15	2
	4	15	9		4	15	9

TOTAL CREDIT HOURS: 18

PRACTICAL NURSING

D 45 66 0

Diploma

Day

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Course Title		Hours Per Week				Course Title		Hours Per Week			
		Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr
FALL ADMISSION						FALL					
FALL						ENG 111	Expository Writing	3	0	0	3
ACA 111	College Student Success	1	0	0	1	NUR 103	Practical Nursing III	6	0	12	10
BIO 163	Basic Anat & Physiology	4	2	0	5			9	0	12	13
NUR 101	Practical Nursing I	7	6	6	11						
PSY 150	General Psychology	3	0	0	3						
		15	8	6	20						
SPRING						SPRING					
ENG 111	Expository Writing	3	0	0	3						
NUR 102	Practical Nursing II	8	0	12	12						
		11	0	12	15						
SUMMER						SUMMER					
NUR 103	Practical Nursing III	6	0	12	10						
		6	0	12	10						

SPRING ADMISSION - When a spring practical nursing admission occurs the following curriculum by semesters is outlined.

SPRING

ACA 111	College Student Success	1	0	0	1
BIO 163	Basic Anat & Physiology	4	2	0	5
NUR 101	Practical Nursing I	7	6	6	11
PSY 150	General Psychology	3	0	0	3
		15	8	6	20

SUMMER

NUR 102	Practical Nursing II	8	0	12	12
		8	0	12	12

NOTE: The total contact hours for summer term will be approximately 30 hours per week due to the shortened summer term.

FALL

ENG 111	Expository Writing	3	0	0	3
NUR 103	Practical Nursing III	6	0	12	10
		9	0	12	13

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Completion of high school or college credits in biology and algebra.
2. Current cardiopulmonary resuscitation certification at the health care provider-level.
3. Completion of program orientation requirements.
4. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
5. Completion of the *Forsyth Tech Student Medical Form*.
6. Certification as a certified nurse assistant I (CNA I).

Program Information:

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technology, paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. A grade of C or better is required in all nursing (NUR) courses or the student will be dismissed. Re-admission may be possible but requires re-application and approval by the College.

TOTAL CREDIT HOURS: 45

RADIATION THERAPY TECHNOLOGY

A 45 68 0

Associate in Applied Science

Day

The Radiation Therapy Technology curriculum is designed to train students to work in conjunction with nurses, physicists, and physicians in the application of prescribed doses of ionizing radiation for the treatment of disease, primarily cancer.

Course work includes physics, anatomy and physiology, dosimetry, and clinical oncology. The student will be skilled in treatment management, administration of prescribed radiation treatment, and provision of patient support.

Graduates may be eligible to sit for the National Radiation Therapy Exam, given by the American Registry of Radiologic Technologists. Employment opportunities can be found in hospitals and freestanding cancer centers.

Course Title						Hours Per Week				Course Title						Hours Per Week			
						Cl	Lb	Cn	Cr							Cl	Lb	Cn	Cr
FALL - 1st Year																			
BIO	163	Basic Anat & Physiology	4	2	0	5													
RAD	110	Rad Intro & Patient Care	2	3	0	3													
RAD	111	RAD Procedures I	3	3	0	4													
RAD	151	RAD Clinical Ed I	0	0	6	2													
			9	8	6	14													
SPRING - 1st Year																			
ENG	115	Oral Communication	3	0	0	3													
PSY	150	General Psychology	3	0	0	3													
RAD	121	Radiographic Imaging I	2	3	0	3													
RTT	151	RTT Clinical Ed II	0	0	9	3													
---	---	Humanities/Fine Arts																	
		Elective (See your advisor.)	3	0	0	3													
			11	3	9	15													
SUMMER - 1st Year																			
ENG	111	Expository Writing	3	0	0	3													
RTT	121	Special Imaging	2	0	0	2													
RTT	161	RTT Clinical Ed III	0	0	6	2													
			5	0	6	7													
FALL - 2nd Year																			
RTT	210	Radiobiology	2	0	0	2													
RTT	220	Rad Therapy Orientation	2	0	0	2													
RTT	221	Clinical Oncology I	3	0	0	3													
RTT	230	Rad Therapy Physics	3	0	0	3													
RTT	238	RTT Clinical Ed IV	0	2	15	6													
			10	2	15	16													
SPRING - 2nd Year																			
BIO	271	Pathophysiology	3	0	0	3													
RTT	222	Clinical Oncology II	3	0	0	3													
RTT	231	Dosimetry	3	0	0	3													
RTT	239	RTT Clinical Ed V	0	2	18	7													
			9	2	18	16													
SUMMER - 2nd Year																			
RTT	232	Rad Therapy Procedures	2	0	0	2													
RTT	246	RTT Clinical Ed VI	0	0	18	6													
			2	0	18	8													

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Completion of high school or college credits in biology and algebra.
2. Current cardiopulmonary resuscitation certification at the health care provider-level.
3. Completion of program orientation requirements which may include observational hours prior to acceptance.
4. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
5. Completion of the *Forsyth Tech Student Medical Form*.

Program Information:

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Completion of high school or college credits in biology and algebra.
2. Current cardiopulmonary resuscitation certification at the health care provider-level.
3. Completion of program orientation requirements which may include observational hours prior to acceptance.
4. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
5. Completion of the *Forsyth Tech Student Medical Form*.

Program Information:

This program has limited enrollment. Students are chosen by a selective admissions process based on placement test scores; previous grades from high school or college courses to include biology, written communication, and algebra; and completion of any

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training such as certified nurse assistant I and II, health care technician, emergency medical technician, paramedic, or any one-two-or three-year health technologies or nursing program. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course, RAD or RTT course, or prerequisite

course while enrolled in the program will result in dismissal of the student from the curriculum.

Re-admission may be possible but requires re-application and approval by the College.

TOTAL CREDIT HOURS: 76

RADIATION THERAPY TECHNOLOGY - ADVANCED PLACEMENT

A 45 68 0 A

Associate in Applied Science

Day

The Radiation Therapy Technology curriculum is designed to train students to work in conjunction with nurses, physicists, and physicians in the application of prescribed doses of ionizing radiation for the treatment of disease, primarily cancer.

Course work includes physics, anatomy and physiology, dosimetry, and clinical oncology. The student will be skilled in treatment management, administration of prescribed radiation treatment, and provision of patient support.

Graduates may be eligible to sit for the National Radiation Therapy Exam, given by the American Registry of Radiologic Technologists. Employment opportunities can be found in hospitals and freestanding cancer centers.

Advanced placement into the Radiation Therapy Technology program is available to graduates of radiography programs accredited by the Joint Review Committee on Education in Radiologic Technology. Individuals from these programs must have equivalent college transfer credit or complete the necessary general education course work required for the degree. These courses include:

Course Title	Hours	Course Title	Hours
BIO 163 Basic Anat & Physiology	5	ENG 115 Oral Communication	3
BIO 271 Pathophysiology	3	PSY 150 General Psychology	3
ENG 111 Expository Writing	3	--- --- Humanities/Fine Arts Elective	
		(See your advisor.)	5

Course Title	Hours Per Week			
	Cl	Lb	Cn	Gr

FALL - 2nd Year

RTT 210 Radiobiology	2	0	0	2
RTT 220 Rad Therapy Orientation	2	0	0	2
RTT 221 Clinical Oncology I	3	0	0	3
RTT 230 Rad Therapy Physics	3	0	0	3
RTT 238 RTT Clinical Ed IV	0	2	15	6
	10	2	15	16

SPRING - 2nd Year

BIO 271 Pathophysiology	3	0	0	3
RTT 222 Clinical Oncology II	3	0	0	3
RTT 231 Dosimetry	3	0	0	3
RTT 239 RTT Clinical Ed V	0	2	18	7
	9	2	18	16

SUMMER - 2nd Year

RTT 232 Rad Therapy Procedures	2	0	0	2
RTT 246 RTT Clinical Ed VI	0	0	18	6
	2	0	18	8

Additional admissions requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Completion of high school or college credits in biology and algebra.
2. Written recommendations from the radiography program coordinator completed on the college approved form.
3. Current cardiopulmonary resuscitation certification at the Health Care Provider level.
4. Completion of program orientation requirements which may include observational hours prior to acceptance.
5. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
6. Completion of the *Forsyth Tech Student Medical Form*.

Program Information:

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or non-health field. The

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Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course, RTT course, or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. Re-admission may be possible but requires re-application and approval by the College.

TOTAL HOURS: Hours will vary depending on the general education courses completed prior to enrollment.

RADIOGRAPHY

A 45 70 0

Associate in Applied Science

Day

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Course Title			Hours Per Week				Course Title			Hours Per Week						
			Cl	Lb	Gr					Cl	Lb	Gr				
FALL - 1st Year																
BIO	163	Basic Anat & Physiology	4	2	0	5				RAD	211	RAD Procedures III	2	3	0	3
ENG	111	Expository Writing	3	0	0	3				RAD	231	Radiographic Physics II	1	3	0	2
RAD	110	Rad Intro & Patient Care	2	3	0	3				RAD	241	Radiation Protection	2	0	0	2
RAD	111	RAD Procedures I	3	3	0	4				RAD	251	RAD Clinical Ed IV	0	0	21	7
RAD	151	RAD Clinical Ed I	0	0	6	2				SOC	210	Introduction to				
			12	8	6	17				Sociology	3			0	0	3
									8			6	21	17		
SPRING - 1st Year																
PSY	150	General Psychology	3	0	0	3				SPRING - 2nd Year						
RAD	112	RAD Procedures II	3	3	0	4				RAD	245	Radiographic Analysis	2	3	0	3
RAD	121	Radiographic Imaging I	2	3	0	3				RAD	261	RAD Clinical Ed V	0	0	21	7
RAD	161	RAD Clinical Ed II	0	0	15	5				2			3	21	10	
—	—	Humanities/Fine Arts							Additional admissions requirements to those listed							
		Elective (See your							on pages 9 and 10 in the <i>College Catalog</i> :							
		advisor.)	3	0	0	3				1. Completion of high school or college credits in						
			11	6	15	18				biology, chemistry, and algebra.						
SUMMER - 1st Year																
ENG	112	Argument-Based Research	3	0	0	3				2. Current cardiopulmonary resuscitation						
									certification at the health care provider-level.							
									3. Completion of program orientation requirements							
ENG	114	Prof Research							which may include observational hours prior to							
			(3)	(0)	(0)	(3)				acceptance.						
RAD	122	Radiographic Imaging II	1	3	0	2				4. Overall grade point average of 2.0 on those						
RAD	131	Radiographic Physics I	1	3	0	2				courses completed at Forsyth Tech and listed as						
RAD	171	RAD Clinical Ed III	0	0	12	4				program course requirements.						
			5	6	12	11				5. Completion of the <i>Forsyth Tech Student</i>						
			(5)	(6)	(12)	(11)				<i>Medical Exam</i>						

Program Information:

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology,

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English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. A grade of C or better is required in all Radiography (RAD) courses or the student will be dismissed. Re-admission may be possible but requires re-application and approval by the College.

Radiography is considered to be a safe profession in terms of radiation exposure; however, special limits

have been established for occupationally exposed declared pregnant women to ensure that the probability of birth defects is negligible. A copy of the program's pregnancy policy is included in the *Radiography Program Student Handbook* and is available to anyone upon request.

The mission of the radiography program at Forsyth Technical Community College is to actively involve the student in a learning process through a variety of educational experiences that include classroom, laboratory, and clinical education and results in a professional entry-level radiographer who will continue to learn.

TOTAL CREDIT HOURS: 73

REAL ESTATE

D 25 40 0

Diploma

Evening

The Real Estate curriculum provides the pre-licensing education required by the North Carolina Real Estate Commission, prepares individuals to enter the profession, and offers additional education to meet professional development needs.

Course work includes the practices and principles of real estate, emphasizing financial and legal applications, property development, and property values.

Graduates should qualify for North Carolina Real Estate license examination. They should be able to enter apprenticeship training and to provide real estate services to consumers in a competent manner.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SUMMER			
ACC 120 Prin of Accounting I	3	2	4	BUS 151 People Skills	3	0	3
CIS 111 Basic PC Literacy	1	2	2	BUS — Elective	3	0	3
RLS 112 Real Estate Fundamentals	5	0	5		6	0	6
RLS 113 Real Estate Mathematics	2	0	2				
RLS 216 Land Use Controls	2	0	2	TOTAL CREDIT HOURS: 37			
	13	4	15				
SPRING							
BUS 225 Business Finance	2	2	3				
ENG 115 Oral Communication	3	0	3				
PSY 150 General Psychology	3	0	3				
RLS 117 Real Estate Broker	4	0	4				
RLS 220 Real Est Invest Analysis	3	0	3				
	15	2	16				

C 25 40 0

REAL ESTATE**Certificate****Evening**

The Real Estate curriculum provides the pre-licensing education required by the North Carolina Real Estate Commission, prepares individuals to enter the profession, and offers additional education to meet professional development needs.

Course work includes the practices and principles of real estate, emphasizing financial and legal applications, property development, and property values.

Graduates should qualify for North Carolina Real Estate license examination. They should be able to enter apprenticeship training and to provide real estate services to consumers in a competent manner.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SPRING			
RLS 112 Real Estate Fundamentals	5	0	5	CIS 111 Basic PC Literacy	1	2	2
RLS 113 Real Estate Mathematics	2	0	2	RLS 117 Real Estate Broker	4	0	4
	7	0	7		5	2	6
				TOTAL CREDIT HOURS: 13			

REAL ESTATE APPRAISAL

C 25 42 0

Certificate

Evening

The Real Estate Appraisal curriculum is designed to prepare individuals to enter the appraisal profession as a registered trainee and advance to licensed or certified appraiser levels.

Course work includes appraisal theory and concepts with applications, the North Carolina Appraisers Act, North Carolina Appraisal Board rules, and the Uniform Standards of Professional Appraisal Practice.

Graduates should be prepared to complete the North Carolina Registered Trainee Examinations and advance to licensure or certification levels as requirements are met.

Course Title		Hours Per Week			Course Title		Hours Per Week		
		Cl	Lb	Cr			Cl	Lb	Cr
FALL					SUMMER				
REA	101 Intro Real Est App R-1	2	0	2	REA	202 Adv Inc Capital Proc G-2	2	0	2
REA	102 Valuat Prin & Prac R-2	2	0	2	REA	203 Applied Inc Property			
		4	0	4		Val G-3	2	0	2
							4	0	4
SPRING					TOTAL CREDIT HOURS: 12				
REA	103 Applied Res Prop Val R-3	2	0	2					
REA	201 Intro to Income Prop App G-1	2	0	2					
		4	0	4					

RECREATIONAL VEHICLE MAINTENANCE AND REPAIR TECHNOLOGY

D 60 31 0

Diploma

Day and Evening*

This curriculum is designed to prepare individuals to work as Recreational Vehicle Maintenance Technicians.

Course work include electrical, air conditioning, water, heating, mechanical, and LP gas systems and appliances on all types of recreational vehicles. Students will develop skills through classroom and shop/lab activities.

Graduates should qualify for employment as entry level recreational vehicle service technicians, service writers, parts counter persons, service managers, factory field technicians, or factory service representatives.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SUMMER			
MAT 101 Applied Mathematics I	2	2	3	RVM 180 Heating/Mechanical System	1	3	2
RVM 110 Intro to RV	2	0	2	RVM 190 Interior/Exterior Coach	2	4	4
RVM 112 RV Preventive Maintenance	1	2	2		3	7	6
RVM 115 Pre-Delivery Inspection	1	2	2	* Program Information: Completion of this curriculum will require taking both day and evening courses.			
RVM 125 RV Electrical Systems	2	6	4				
RVM 130 LP Gas Systems/Appliances	1	2	2	TOTAL CREDIT HOURS: 37			
	9	14	15				
SPRING							
BUS 151 People Skills	3	0	3				
ENG 101 Applied Communications I	3	0	3				
RVM 140 Brake, Towing/Suspensions	1	2	2				
RVM 150 Air Conditioning Systems	1	2	2				
RVM 160 RV Water Systems	2	4	4				
RVM 170 RV Fluid Power	1	2	2				
	11	10	16				

RECREATIONAL VEHICLE MAINTENANCE AND REPAIR TECHNOLOGY

C 60 31 0

Certificate

Day and Evening*

This curriculum is designed to prepare individuals to work as Recreational Vehicle Maintenance Technicians.

Course work include electrical, air conditioning, water, heating, mechanical, and LP gas systems and appliances on all types of recreational vehicles. Students will develop skills through classroom and shop/lab activities.

Graduates should qualify for employment as entry level recreational vehicle service technicians, service writers, parts counter persons, service managers, factory field technicians, or factory service representatives.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				* Program Information:			
RVM 125 RV Electrical Systems	2	6	4	Completion of this curriculum will require taking			
RVM 130 LP Gas Systems/Appliances	1	2	2	both day and evening courses.			
RVM 180 Heating Mechanical Systems	1	3	2				
	4	11	8	TOTAL CREDIT HOURS: 18			
SPRING							
RVM 150 Air Conditioning Systems	1	2	2				
RVM 160 RV Water Systems	2	4	4				
RVM 190 Interior/Exterior Coach	2	4	4				
	5	10	10				

RESPIRATORY THERAPY

A 45 72 0

Associate in Applied Science

Day

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

*Forsyth Tech offers the advanced-level practitioner program.

Course Title			Hours Per Week				Course Title			Hours Per Week			
			Cl	Lb	Cr					Cl	Lb	Cr	
FALL - 1st Year							SPRING - 2nd Year						
BIO	163	Basic Anat & Physiology	4	2	0	5	ENG	112	Argument-Based Research	3	0	0	3
ENG	111	Expository Writing	3	0	0	3	OR						
RCP	110	Intro to Respiratory Care	3	3	0	4	ENG	114	Prof Research				
RCP	122	Special Practice Lab	0	2	0	1			& Reporting	(3)	(0)	(0)	(3)
RCP	132	RCP Clinical Practice I	0	0	6	2	RCP	211	Adv Monitoring/ Procedures	3	3	0	4
			10	7	6	15	RCP	215	Career Prep - Adv Level	0	3	0	1
SPRING - 1st Year							RCP	247	RCP Clinical Practice V	0	0	21	7
RCP	111	Therapeutics/Diagnostics	4	3	0	5	6 6 21 15						
RCP	113	RCP Pharmacology	2	0	0	2	* Humanities/Fine Arts Electives						
RCP	114	C-P Anatomy & Physiology	3	0	0	3	ART	111	Art Appreciation				
RCP	123	Special Practice Lab	0	3	0	1	MUS	110	Music Appreciation				
RCP	145	RCP Clinical Practice II	0	0	15	5	PHI	215	Philosophical Issues				
			9	6	15	16	PHI	240	Introduction to Ethics				
SUMMER - 1st Year							SPA	111	Elementary Spanish I				
RCP	112	Patient Management	3	3	0	4	Additional admission requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :						
RCP	115	C-P Pathophysiology	2	0	0	2	1. Completion of high school or college credits in biology and algebra and recommendation of credits in high school chemistry.						
RCP	153	RCP Clinical Practice III	0	0	9	3	2. Current cardiopulmonary resuscitation certification at the health care provider-level.						
RCP	223	Special Practice Lab	0	3	0	1	3. Completion of program orientation requirements which include clinical observational hours prior to acceptance.						
			5	6	9	10	4. Overall grade point average of 2.0 on those courses completed at Forsyth Tech which are listed as program course requirements.						
FALL - 2nd Year							5. Completion of the <i>Forsyth Tech Student</i>						
PSY	150	General Psychology	3	0	0	3							
RCP	210	Critical Care Concepts	3	3	0	4							
RCP	214	Neonatal/Peds RC	1	3	0	2							
RCP	236	RCP Clinical Practice IV	0	0	18	6							
----	----	Humanities/Fine Arts Elective*	3	0	0	3							
			10	6	18	18							

Continued on next page.

Medical Form. A current TB test/chest x-ray and hepatitis B vaccination record must be kept up-to-date and on file.

Program Information:

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course, RCP prefix course, or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. Re-admission may be possible but requires re-application and approval by the College.

Successful completion of an advanced cardiac life support (ACLS), neonatal resuscitation program (NRP), and pediatric advanced life support (PALS) provider course is a requirement for graduation from the program.

TOTAL CREDIT HOURS: 75

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

A 45 73 0 Associate in Applied Science Day

The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, and treats individuals with various communication disorders.

Courses provide instruction in methods of screening for speech, language, and hearing disorders and in following written protocols designed to remediate individual communication problems. Supervised field experiences include working with patients of various ages and with various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners of Speech-Language Pathologists and Audiologists and must be supervised by a licensed Speech-Language Pathologist. They may be employed in healthcare or education settings.

Course Title		Hours Per Week				Course Title		Hours Per Week			
		Cl	Lb	Cr				Cl	Lb	Cr	
FALL - 1st Year						FALL - 2nd Year					
BIO 163	Basic Anat & Physiology	4	2	0	5	SLP 120	SLPA Admin				
CIS 111	Basic PC Literacy	1	2	0	2		Proced & Mgt	2	0	0	2
ENG 115	Oral Communication	3	0	0	3	SLP 212	Acquired Disorders	3	2	3	5
MAT 115	Mathematical Models	2	2	0	3	SLP 220	Assistive Technology	1	2	0	2
PSY 150	General Psychology	3	0	0	3	<i>Select one of the following:</i>					
SLP 111	Ethics & Stds. for SLPAs	3	0	0	3	EDU 151	Creative Activities	3	0	0	3
		16	6	0	19	EDU 185	Cognitive & Lang Act	(3)	(0)	(0)	(3)
SPRING - 1st Year						<i>Select one of the following:</i>					
ENG 111	Expository Writing	3	0	0	3	ENG 112	Argument-Based				
PSY 265	Behavioral Modification	3	0	0	3		Research	3	0	0	3
SLP 112	SLP Anatomy &					ENG 113	Literature-Based				
	Physiology	3	0	0	3		Research	(3)	(0)	(0)	(3)
SLP 140	Normal Communication	3	0	0	3	ENG 114	Prof Research				
---	Humanities/Fine Arts						& Reporting	(3)	(0)	(0)	(3)
	Elective*	3	0	0	3			12	4	3	15
		15	0	0	15	SPRING - 2nd Year					
SUMMER - 1st Year						SLP 230	SLPA Fieldwork	0	0	12	4
PSY 241	Developmental Psych	3	0	0	3	SLP 231	SLPA Fieldwork Seminar	3	0	0	3
SLP 130	Phonetics/Speech							3	0	12	7
	Patterns	2	2	0	3	Humanities/Fine Arts Electives					
SLP 211	Developmental Disorders	3	2	0	4	Select one from: ART 111, ENG 131, ENG 273, HUM					
		8	4	0	10	121, HUM 150, HUM 160, MUS 110, PHI 215, PHI 240,					
						REL 110, REL 212, or SPA 111.					

Additional admission requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Completion of high school or college credits in biology, chemistry, and algebra.
2. Written recommendations completed on the college approved form.
3. Completion of program orientation

Continued from previous page.

3. Completion of program orientation requirements which may include observational hours prior to acceptance.
4. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
5. Completion of the *Forsyth Tech Student Medical Form*.

Program Information:

This program has limited enrollment. Effective for fall 2000 admissions, students are chosen by a selective admissions process based on placement test scores; previous grades from high school or college courses to include biology, written communication, and algebra; and completion of any training such as certified nurse assistant I and II, health care technician, emergency medical technician, paramedic, or any 1, 2, or 3-year health technologies or nursing program. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course, SLP prefix course, or prerequisite course while enrolled in the program will result in dismissal of the student from the curriculum. Re-admission may be possible but requires re-application and approval by the College.

Applicants with a bachelor's degree should contact the speech/language pathology assistant program faculty to determine course requirements for registration with the North Carolina Board of Examiners for Speech and Language Pathologists and Audiologists.

TOTAL CREDIT HOURS: 66

THERAPEUTIC MASSAGE

D 45 75 0

Diploma

Day and Evening

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practice. Graduates may be eligible to take the National Certification for Therapeutic Massage and Bodywork.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL													
BIO	163	Basic Anat & Physiology		4	2	5							
MTH	110	Therapeutic Massage I		<u>6</u>	<u>12</u>	<u>10</u>							
				10	14	15							
SPRING													
BIO	271	Pathophysiology		3	0	3							
ENG	115	Oral Communication		3	0	3							
MTH	120A	Therapeutic Massage IIA		3	6	5							
PSY	118	Interpersonal Psychology		<u>3</u>	<u>0</u>	<u>3</u>							
				12	6	14							
SUMMER													
MTH	120B	Therapeutic Massage IIB		3	6	5							
MTH	125	Therapeutic Massage III		<u>2</u>	<u>0</u>	<u>2</u>							
				5	6	7							

Additional admission requirements to those listed on pages 9 and 10 in the <i>College Catalog</i> :	
1.	Completion of introduction to massage therapy (10-hour course offered through Forsyth Tech Corporate and Continuing Education).
2.	Cardiopulmonary resuscitation (CPR) certification.

Program Information:	
After the minimum requirements are met, each applicant will be notified by the department chair for an interview. Listed below are items that are required at the time of the interview:	
1.	Resume.
2.	Two (2) professional references on letterhead.
3.	Proof of completion of introduction to

Additional admission requirements to those listed on pages 9 and 10 in the *College Catalog*:

1. Completion of introduction to massage therapy (10-hour course offered through Forsyth Tech Corporate and Continuing Education).
2. Cardiopulmonary resuscitation (CPR) certification.

Program Information:

After the minimum requirements are met, each applicant will be notified by the department chair for an interview. Listed below are items that are required at the time of the interview:

1. Resume.
2. Two (2) professional references on letterhead.
3. Proof of completion of introduction to massage therapy.
4. Completed questionnaire available in the Admissions Office.

This program has limited enrollment.

TOTAL CREDIT HOURS: 36

WELDING TECHNOLOGY

D 50 42 0

Diploma

Day

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Course Title				Hours Per Week			Course Title				Hours Per Week		
				Cl	Lb	Cr					Cl	Lb	Cr
FALL							SUMMER						
MAT	101	Applied Mathematics I		2	2	3	WLD	116	SMAW (Stick) Plate/Pipe		1	9	4
WLD	110	Cutting Processes		1	3	2	WLD	261	Certification Practices		1	3	2
WLD	121	GMAW (MIG) FCAW/Plate		2	6	4					2	12	6
WLD	131	GTAW (TIG) Plate		2	6	4							
WLD	141	Symbols & Specifications		2	2	3	TOTAL CREDIT HOURS: 37						
				9	19	16							
SPRING													
ENG	101	Applied Communications I		3	0	3							
WLD	115	SMAW (Stick) Plate		2	9	5							
WLD	132	GTAW (TIG) Plate/Pipe		1	6	3							
WLD	143	Welding Metallurgy		1	2	2							
WLD	145	Thermoplastic Welding		1	3	2							
				8	20	15							

WELDING TECHNOLOGY

D 50 42 0

Diploma

Evening

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

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Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL - 1st Year				FALL - 2nd Year			
WLD 110 Cutting Processes	1	3	2	ENG 101 Applied Communications I	3	0	3
WLD 121 GMAW (MIG) FCAW/Plate	2	6	4	WLD 132 GTAW (TIG) Plate/Pipe	1	6	3
	3	9	6		4	6	6
SPRING - 1st Year				SPRING - 2nd Year			
MAT 101 Applied Mathematics I	2	2	3	WLD 116 SMAW (Stick) Plate/Pipe	1	9	4
WLD 131 GTAW (TIG) Plate	2	6	4	WLD 145 Thermoplastic Welding	1	3	2
WLD 141 Symbols & Specifications	2	2	3		2	12	6
	6	10	10				
SUMMER - 1st Year				SUMMER - 2nd Year			
WLD 115 SMAW (Stick) Plate	2	9	5	WLD 151 Fabrication I	2	6	4
WLD 143 Welding Metallurgy	1	2	2	WLD 261 Certification Practices	1	3	2
	3	11	7		3	9	6

TOTAL CREDIT HOURS: 41

WELDING TECHNOLOGY

C 50 42 0

Certificate

Day

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SPRING			
WLD 110 Cutting Processes	1	3	2	WLD 115 SMAW (Stick) Plate	2	9	5
WLD 121 GMAW (MIG) FCAW/Plate	2	6	4	WLD 131 GTAW (TIG) Plate	2	6	4
WLD 141 Symbols & Specifications	2	2	2		4	15	9
	5	11	9				
				TOTAL CREDIT HOURS: 18			

WELDING TECHNOLOGY

C 50 42 0

Certificate

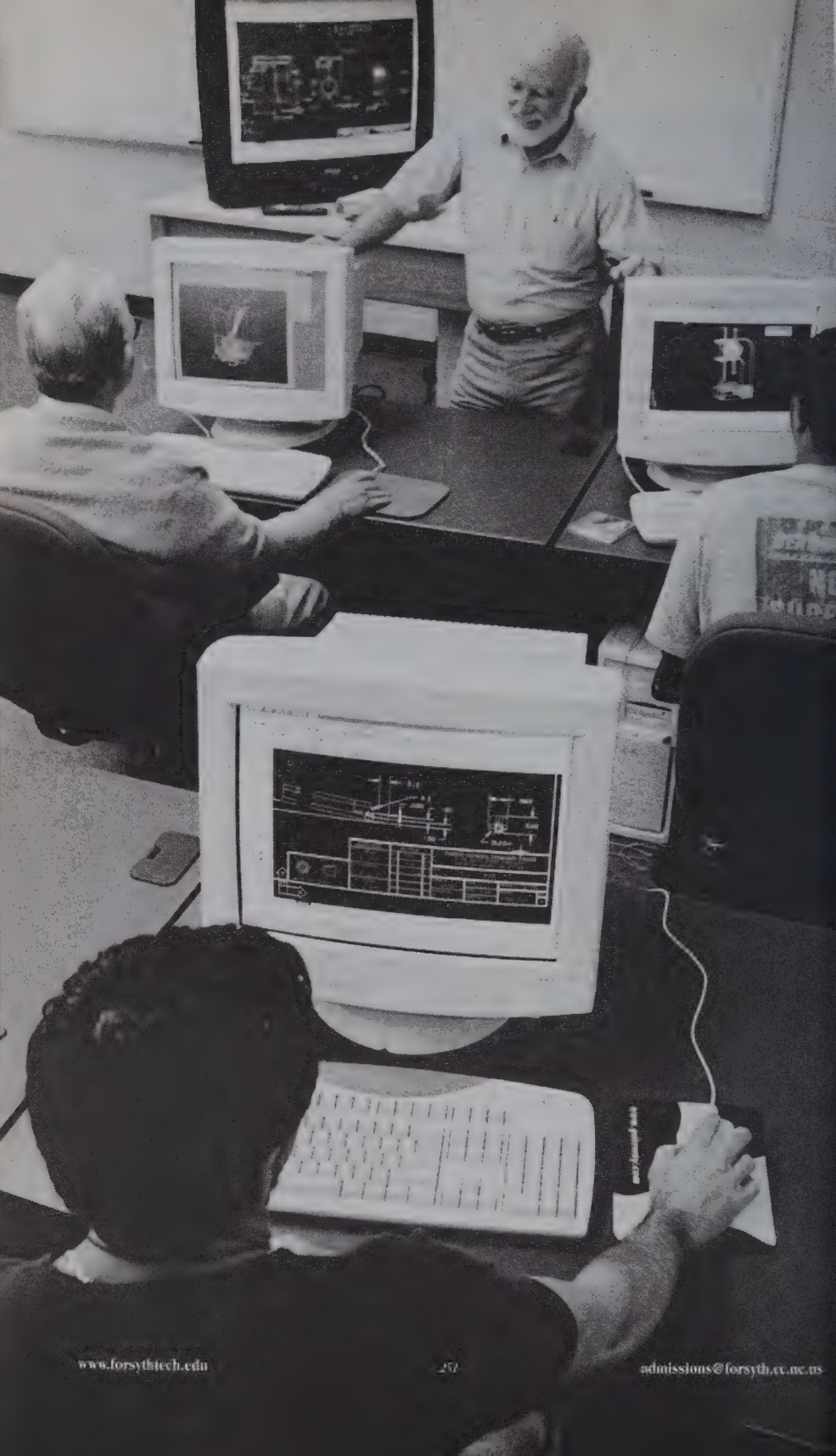
Evening

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

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Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cr		Cl	Lb	Cr
FALL				SUMMER			
WLD 121 GMAW (MIG) FCAW/Plate	2	6	4	WLD 115 SMAW (Stick) Plate	2	2	5
WLD 110 Cutting Processes	1	3	2		2	9	5
	3	9	6				
SPRING				TOTAL CREDIT HOURS: 18			
WLD 131 GTAW (TIG) Plate	2	6	4				
WLD 141 Symbols & Specifications	2	2	3				
	4	8	7				



COURSE DESCRIPTIONS

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
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ACADEMIC RELATED

ACA 111 College Student Success 1 0 0 1

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACA 118 College Study Skills 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

ACA 220 Professional Transition 1 0 0 1

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.

ACCOUNTING

ACC 111 Financial Accounting 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon

completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 120* Prin of Accounting I 3 2 0 4

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 121* Prin of Accounting II 3 2 0 4

Prerequisites: ACC 120 Corequisites: None

Effective Term: 1997*02

This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 129 Individual Income Taxes 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 130 Business Income Taxes 2 2 0 3

Prerequisites: ACC 129 Corequisites: None

Effective Term: 1997*02

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax depreciation, accounting periods and methods, corporations, partnerships, S corporations, estates and trusts, and gifts. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
ACC 150 Computerized Gen Ledger 1 2 0 2		control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.	
Prerequisites: ACC 115 or ACC 120 and CIS 111			
Corequisites: None			
Effective Term: 1997*02			
This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.			
ACC 220 Intermediate Accounting I 3 2 0 4		ACC 250 Advanced Accounting 3 0 0 3	
Prerequisites: ACC 121 Corequisites: None		Prerequisites: ACC 220 Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.		This course is designed to analyze the special problems in accounting for business combinations and consolidated corporate entities. Emphasis is placed on accounting for mergers and consolidations and preparing consolidated working papers and consolidated financial statements. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures.	
ACC 221 Intermediate Acct II 3 2 0 4		ACC 269 Auditing 3 0 0 3	
Prerequisites: ACC 220 Corequisites: None		Prerequisites: ACC 220 Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analysis, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.		This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit.	
ACC 225 Cost Accounting 3 0 0 3		ACC 270 International Accounting 3 0 0 3	
Prerequisites: ACC 121 Corequisites: None		Prerequisites: ACC 120 and INT 220	
Effective Term: 1997*02		Corequisites: None	
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.		Effective Term: 1997*02	
ACC 226 Managerial Accounting 3 0 0 3		This course includes identifying, recording, and interpreting financial information for accounting systems used in different countries. Topics include currency exchange rates, methods of setting and selecting transfer prices, practices used to account for rates of inflation, and major types of taxes. Upon completion, students should be able to describe accounting systems and their impacts on different currencies and demonstrate a basic knowledge of international accounting.	
Prerequisites: ACC 121 and ACC 225		ACC 279 Advanced Auditing 3 0 0 3	
Corequisites: None		Prerequisites: ACC 269 Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course is designed to develop an appreciation for the uses of cost information in the administration and		This course provides advanced experience in the process of conducting audits and investigations. Emphasis is placed on statistical sampling, analysis, audit program	

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Gr		Cl	Lb	Cn	Gr

development, professional responsibilities, and the reporting function. Upon completion, students should be able to demonstrate proficiency through completion of audit simulations and/or integrated audit cases.

AIR CONDITIONING, HEATING, AND REFRIGERATION

AHR 110 Intro to Refrigeration 2 6 0 5

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology 2 4 0 4

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113 Comfort Cooling 2 4 0 4

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and

repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology 2 4 0 4

Prerequisites: AHR 110 or AHR 113

Corequisites: None

Effective Term: 1997*02

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 130 HVAC Controls 2 2 0 3

Prerequisites: AHR 111 or ELC 111

Corequisites: None

Effective Term: 1997*02

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 160 Refrigerant Certification 1 0 0 1

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 210 Residential Building Code 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
AHR 211 Residential System Design	2	2	0	3	ANT 220* Cultural Anthropology	3	0	0	3
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
<p>This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.</p>					<p>This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</p>				
AHR 212 Advanced Comfort Systems	2	6	0	4					
Prerequisites: AHR 114	Corequisites: None								
Effective Term: 1997*02									

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 250 HVAC System Diagnostics 0 4 0 2
 Prerequisites: None Corequisites: AHR 212
 Effective Term: 1997*02

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.

ANTHROPOLOGY

ANT 210* General Anthropology 3 0 0 3
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ARCHITECTURE

ARC 111 Intro to Arch Technology 1 6 0 3
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards. *Additionally, this course will include topics related to sketching techniques.*

ARC 112 Constr Matls & Methods 3 2 0 4
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

ARC 113 Residential Arch Tech 1 6 0 3
 Prerequisites: ARC 111 Corequisites: ARC 112
 Effective Term: 1997*02

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards. *Additionally, this course will include topics related to residential design and planning principles.*

Course Title		Hours Per Week Cl Lb Cn Cr				Course Title		Hours Per Week Cl Lb Cn Cr			
ARC 114	Architectural CAD	1	3	0	2	ARC 213	Design Project	2	6	0	4
Prerequisites: None		Corequisites: None				Prerequisites: ARC 111, ARC 112, and ARC 114					
Effective Term: 1998*03						Corequisites: None					
This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.						Effective Term: 1998*03		This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.			
ARC 131	Building Codes	2	2	0	3	ARC 220	Adv Architect CAD	1	3	0	2
Prerequisites: ARC 112		Corequisites: None				Prerequisites: ARC 114		Corequisites: None			
Effective Term: 1997*02						Effective Term: 1997*02		This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.			
This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.						Effective Term: 1997*02					
<i>Additionally, this course will include topics related to land and development and zoning ordinances.</i>											
ARC 141	Elem Structures for Arch	4	0	0	4	ARC 221	Architectural 3-D CAD	1	4	0	3
Prerequisites: ARC 111 and MAT 121						Prerequisites: ARC 114		Corequisites: None			
Corequisites: None						Effective Term: 1997*02		This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings. <i>Additionally, students will make a simple animation and explore other computer presentation processes.</i>			
Effective Term: 1997*02											
This course covers concepts of elementary structures in architecture. Topics include structural form, statics, strength of materials, structural behavior, and the relationship between structures and architectural form. Upon completion, students should be able to size simple structural elements.											
ARC 211	Light Constr Technology	1	6	0	3	ARC 230	Environmental Systems	3	3	0	4
Prerequisites: ARC 111		Corequisites: ARC 112				Prerequisites: ARC 111 and MAT 121					
Effective Term: 1997*02						Corequisites: None					
This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards. <i>Students will also visit construction sites to view the relationship between the drawn and built environment.</i>						Effective Term: 1997*02		This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.			
ARC 212	Commercial Constr Tech	1	6	0	3	ARC 231	Arch Presentations	2	4	0	4
Prerequisites: ARC 111		Corequisites: ARC 112				Prerequisites: ARC 111		Corequisites: None			
Effective Term: 1998*03						Effective Term: 1997*02		This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion,			
This course introduces regional construction techniques for commercial plans, elevations, sections, and details. Topics include production of a set of commercial contract documents and other related topics. Upon completion, students should be able to prepare a set of working drawings in accordance with building codes. <i>Students will also visit construction sites to view the relationship between the drawn and built environment.</i>											

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr

students should be able to present ideas graphically and do rendered presentation drawings. *Additionally, students will incorporate computer technology into the presentation process.*

ARC 235 Architectural Portfolio 2 3 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects. *Additionally, this course will include topics related to resume and job interview preparation.*

ARC 240 Site Planning 2 2 0 3

Prerequisites: ARC 111 or IAR 111

Corequisites: None

Effective Term: 1998*01

This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.

ARC 250 Survey of Architecture 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.

ARC 264 Digital Architecture 1 3 0 2

Prerequisites: ARC 114 Corequisites: None

Effective Term: 1997*02

This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.

ART

ART 111* Art Appreciation 3 0 0 3

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ASTRONOMY

AST 111* Descriptive Astronomy 3 0 0 3

Prerequisites: None

Corequisites: **AST 111A**

Effective Term: 1997*02

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AST 111A* Descriptive Astronomy Lab 0 2 0 1

Prerequisites: None

Corequisites: AST 111

Effective Term: 1997*02

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AUTOMATION TRAINING

ATR 112 Intro to Automation 2 3 0 3

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course introduces the basic principles of automated manufacturing and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and

Course Title	Hours Per Week				Course Title	Hours Per Week				
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr	
automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.										
ATR 211 Robot Programming	2	3	0	3	ATR 218 Comp Intg Manufacturing	2	3	0	3	
Prerequisites: None	Corequisites: None				Prerequisites: ATR 211	Corequisites: None				
Effective Term: 1998*03					Effective Term: 1997*02					
This course provides the operational characteristics of industrial robots and programming in their respective languages. Topics include robot programming utilizing teach pendants, PLCs, and personal computers; and the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.										
ATR 213 Programmable Controllers	3	3	0	4	ATR 219 Auto Sys Troubleshooting	1	3	0	2	
Prerequisites: ELC 131	Corequisites: None				Prerequisites: ATR 213	Corequisites: None				
Effective Term: 1997*02					Effective Term: 1997*02					
This course provides a detailed study of the PLC, related hardware and programming format, and applications in the automated work cell. Topics include input/output modules, power supplies, operator interface, ladder logic, and Boolean language programming. Upon completion, students should be able to install, program, and maintain PLC-controlled systems.										
ATR 214 Advanced PLCs	3	3	0	4	AUTOBODY REPAIR					
Prerequisites: ATR 213	Corequisites: None				AUB 111 Painting & Refinishing I	2	6	0	4	
Effective Term: 1997*02					Prerequisites: None	Corequisites: None				
This course introduces the study of high-level programming languages and advanced I/O modules. Topics include STATEMENT, GRAFCET, or other advanced programming languages; system networking; computer interfacing; analog and other intelligent I/O modules; and system troubleshooting. Upon completion, students should be able to write and troubleshoot systems using high-level languages and complex I/O modules.										
ATR 215 Sensors and Transducers	2	3	0	3	AUB 112 Painting & Refinishing II	2	6	0	4	
Prerequisites: ELN 131	Corequisites: None				Prerequisites: AUB 111	Corequisites: None				
Effective Term: 1997*02					Effective Term: 1997*02					
This course provides the theory and application of sensors typically found in an automated manufacturing system. Topics include physical properties, operating range, and other characteristics of numerous sensors and transducers used to detect temperature, pressure, position, and other desired physical parameters. Upon completion, students should be able to properly interface a sensor to a PLC, PC, or process control system.										

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
AUB 114 Special Finishes 1 2 0 2		include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.	
Prerequisites: AUB 111 Corequisites: None			
Effective Term: 1997*02			
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.			
AUB 121 Non-Structural Damage I 1 4 0 3		AUB 134 Autobody MIG Welding 1 4 0 3	
Prerequisites: None Corequisites: None		Prerequisites: None Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.		This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.	
AUB 122 Non-Structural Damage II 2 6 0 4		AUB 136 Plastics & Adhesives 1 4 0 3	
Prerequisites: None Corequisites: None		Prerequisites: None Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.		This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.	
AUB 131 Structural Damage I 2 4 0 4		AUB 150 Automotive Detailing 1 3 0 2	
Prerequisites: None Corequisites: None		Prerequisites: None Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.		This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.	
AUB 132 Structural Damage II 2 6 0 4		AUB 160 Body Shop Operations 1 0 0 1	
Prerequisites: AUB 131 Corequisites: None		Prerequisites: None Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics		This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop	

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr

safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility.

AUB 162 Autobody Estimating 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

AUTOMOTIVE

AUT 110 Intro to Auto Technology 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the basic concepts and terms of automotive technology, workplace safety, North Carolina state inspection, safety and environmental regulations, and use of service information resources. Topics include familiarization with components along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe terms associated with automobiles, identify and use basic tools and shop equipment, and conduct North Carolina safety/emissions inspections.

AUT 115 Engine Fundamentals 2 3 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116 Engine Repair 1 3 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

AUT 141 Suspension & Steering Sys 2 4 0 4

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

AUT 151 Brake Systems 2 2 0 3

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 152 Brake Systems Lab 0 2 0 1

Prerequisites: None

Corequisites: AUT 151

Effective Term: 1997*02

This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151.

AUT 161 Electrical Systems 2 6 0 4

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

AUT 162 Chasis Elect & Electronics 2 2 0 3

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories.

Course Title	Hours Per Week Cl Lb Cn Cr				Course Title	Hours Per Week Cl Lb Cn Cr			
Topics include interpreting wiring diagrams and diagnosis and repair of chasis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.					procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.				
AUT 164 Automotive Electronics	2	2	0	3	AUT 211 Automotive Machining	2	6	0	4
Prerequisites: AUT 161	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.					This course covers engine machining processes for remanufacturing automotive engines. Emphasis is placed on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels, and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment.				
AUT 171 Heating & Air Conditioning	2	3	0	3	AUT 221 Automatic Transmissions	2	6	0	4
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.					This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.				
AUT 181 Engine Performance-Electrical	2	3	0	3	AUT 231 Manual Drive Trains/Axles	2	3	0	3
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.					This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.				
AUT 183 Engine Performance-Fuels	2	3	0	3	AUT 232 Manual Dr Trains/Axles Lab	0	3	0	1
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: AUT 231			
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers the principles of fuel delivery/management, exhaust/emission systems, and					This course provides a laboratory setting to enhance the skills for diagnosing and repairing manual transmissions/transaxles, clutches, driveshafts, axles, and final drives.				

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr

the topics presented in AUT 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 231.

AUT 241 Adv Chassis/Suspension 2 6 0 4

Prerequisites: AUT 141 Corequisites: None

Effective Term: 1997*02

This course provides advanced training in automotive chassis and suspension using computerized two- and four-wheel alignment equipment. Emphasis is placed on suspension and chassis system design, construction, and repair for modern front- and rear-drive vehicles. Upon completion, students should be able to perform necessary adjustments and repairs on vehicles using computerized alignment equipment.

AUT 251 Introduction to Racing 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*03

This course provides information about working safely in a racing environment, different types of racing, and types of car designs. Topics include shop and truck safety and an introduction to the racing environment and various car designs. Upon completion, students should be able to work safely at both the shop and track and understand the various types and costs of racing.

Admission to this course is based on completion of first year of Automotive System Technology or by permission of department head.

AUT 252 Racing Engine Preparation 3 9 0 6

Prerequisites: AUT 115 and AUT 116

Corequisites: None

Effective Term: 1997*03

This course includes selection and fit of proper engine components to maximize power and reliability in today's racing engines. Topics include component selection, blueprinting, machining of components, cylinder head and block preparation, balancing, matching of heads, intake manifold, and camshaft for maximum power.

Upon completion, students should be able to assemble a complete racing engine. This course is a unique concentration requirement in the Race Car Performance concentration in the Automotive Systems Technology program. *Admission to this course is based on completion of first year of Automotive System Technology or by permission of department head.*

AUT 253 Race Engine Accessories 2 4 0 4

Prerequisites: AUT 181 and AUT 183

Corequisites: AUT 252

Effective Term: 1997*03

This course provides information on selection and use of components in the ignition, fuel, oiling, and cooling

systems. Emphasis will be placed on selecting and installing different types of systems to maximize efficiency for engine power and life. Upon completion, students should be able to install the ignition, fuel, oiling, and cooling systems with modifications necessary for particular applications. This course is a unique concentration requirement in the Race Car Performance concentration in the Automotive Systems Technology program. *Admission to this course is based on completion of first year of Automotive System Technology or by permission of department head.*

AUT 254 Chassis Fabrication 2 9 0 5

Prerequisites: WLD 110 and AUB 134

Corequisites: None

Effective Term: 2002*03

This course is designed to enable students to build a racing chassis following either a prepared blueprint or their own design. Topics include cutting and fitting various types of tubing, and using machines and saws necessary to fabricate the race car components. Upon completion, students should be able to build a racing chassis with the correct geometric angles. This course is a unique concentration requirement in the Race Car Performance concentration in the Automotive Systems Technology program.

Admission to this course is based on completion of first year of Automotive System Technology or by permission of department head.

AUT 255 Sheet Metal Fabrication 1 3 0 2

Prerequisites: None

Corequisites: AUT 254

Effective Term: 2002*03

This course is designed to build student's skills with the various tools and equipment necessary to make interior and exterior sheet metal panels. Emphasis is placed on cutting, bending, and shaping sheet metal into the various parts necessary to build a race car. Upon completion, students should be able to form and fit to the chassis the metal panels made by them or another manufacturer. This course is a unique concentration requirement in the Race Car Performance concentration in the Automotive Systems Technology program.

Admission to this course is based on completion of first year of Automotive System Technology or by permission of department head.

AUT 256 Setting Up the Race Car 3 6 0 5

Prerequisites: AUT 141

Corequisites: AUT 254

Effective Term: 2002*03

This course covers selection of proper chassis, springs, and shocks; and communicating with the driver in order to make necessary adjustments at the track. Topics

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
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include selection of springs and shocks; making changes, and keeping proper records of control arm angles, frame height, and chassis travel. Upon completion, students should be able to check tire temperature and shock travel, and explain how changes in the chassis set-up will increase performance. This course is a unique concentration requirement in the Race Car Performance concentration in the Automotive Systems Technology program. *Admission to this course is based on completion of first year of Automotive System Technology or by permission of department head.*

AUT 281 Adv Engine Performance 2 2 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair.

BANKING AND FINANCE

BAF 110 Principles of Banking 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

BAF 115 Marketing for Bankers 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course is designed to provide a practical understanding of marketing in the financial services organization. Topics include consumer motivation and buying, marketing information and research, the marketing management process, public relations, and communications. Upon completion, students should be able to develop a marketing plan integrating public relations, advertising, sales promotion, selling, and service distribution.

BAF 131 Fund of Bank Lending 3 0 0 3

Prerequisites: ACC 120 Corequisites: None
Effective Term: 1997*02

This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the

functions of the loan interview and credit investigation, the C's of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function.

BAF 141 Law & Banking: Principles 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the non-technical aspects of the legal system and how these affect the bank's organization and operation.

BAF 152 Trust Business 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides an overview of the trust department. Emphasis is placed on the different types of individual and corporate trusts, agencies, and services. Upon completion, students should be able to explain the role of the trust department and identify the services provided and to whom they are delivered.

BAF 222 Money and Banking 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides a fundamental treatment of how money and banks function in the US and world economies. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve.

BIOLOGY

BIO 094 Concepts of Human Biology 3 2 0 4

Prerequisites: None
Corequisites: RED 090 or acceptable test scores
Effective Term: 1997*02

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
BIO 110* Principles of Biology	3 3 0 4	both seed and non-seed plants. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.	
Prerequisites: None	Corequisites: None		
Effective Term: 1997*02			
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
BIO 111* General Biology I	3 3 0 4	BIO 130* Introductory Zoology	3 3 0 4
Prerequisites: None	Corequisites: None	Prerequisites: BIO 110 or BIO 111 and BIO 112	
Effective Term: 1997*02		Corequisites: None	
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.		Effective Term: 1997*02	
		This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.	
BIO 112* General Biology II	3 3 0 4	BIO 163* Basic Anat & Physiology	4 2 0 5
Prerequisites: BIO 111	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.		This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. Enrollment in this course more than twice by written permission of the department chair only. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.	
BIO 120* Introductory Botany	3 3 0 4	BIO 168* Anatomy and Physiology I	3 3 0 4
Prerequisites: BIO 110 or BIO 111 and BIO 112		Prerequisites: None	Corequisites: None
Corequisites: None		Effective Term: 1998*03	
Effective Term: 1997*02		This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.	
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of			

Course Title	Hours Per Week Cl Lb Cn Cr				Course Title	Hours Per Week Cl Lb Cn Cr			
BIO 169* Anatomy and Physiology II	3	3	0	4	Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.	BIO 275* Microbiology	3	3	0
Prerequisites: BIO 168	Corequisites: None				Prerequisites: BIO 110, BIO 112, BIO 163, BIO 165, or BIO 168	Corequisites: None			
Effective Term: 1998*03					Effective Term: 1997*02				
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.				
BIO 175* General Microbiology	2	2	0	3	BIO 285* Research & Measurement	2	4	0	4
Prerequisites: BIO 110 or BIO 163 or BIO 166 or BIO 169					Prerequisites: BIO 112 and CHM 132				
Corequisites: None					Corequisites: None				
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					This course provides an intensive laboratory experience with an investigative approach. Emphasis is placed on the use of various laboratory equipment and field techniques to enhance research and measurement competencies in ecology, natural resources, and other related topics. Upon completion, students should be able to demonstrate competencies with laboratory equipment and prepare a presentation of a selected research topic. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.				
BIO 250* Genetics	3	3	0	4	BLUEPRINT READING				
Prerequisites: BIO 112	Corequisites: None				BPR 111 Blueprint Reading	1	2	0	2
Effective Term: 1997*02					Prerequisites: None	Corequisites: None			
This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.					This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.				
BIO 271* Pathophysiology	3	0	0	3					
Prerequisites: BIO 163, BIO 166, or BIO 169									
Corequisites: None									
Effective Term: 1997*02									
This course provides an in-depth study of human pathological processes and their effects on homeostasis.									

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Ca	Cr		Cl	Lb	Ca	Cr
BPR 121 Blueprint Reading: Mech	1	2	0	2	BPT 112 Broadcast Writing	3	2	0	4
Prerequisites: BPR 111 or MAC 131					Prerequisites: None				Corequisites: None
Corequisites: None					Effective Term: 1997*02				
Effective Term: 1997*02					This course introduces proper copy and script writing techniques and formats for radio, television, and other electronic media. Emphasis is placed on creating effective scripts for programs and promotional materials, including commercial and public radio service announcements for a specific target audience. Upon completion, students should be able to understand and write copy and scripts according to standard industry formats. <i>This program of study is pending State Board Approval.</i>				
This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.									
BPR 130 Blueprint Reading/Const	1	2	0	2	BPT 113 Broadcast Sales	3	0	0	3
Prerequisites: None					Prerequisites: None				Corequisites: None
Corequisites: None					Effective Term: 1997*02				
Effective Term: 1997*02					This course covers sales principles applicable to radio, television, cable, and other electronic media. Emphasis is placed on prospecting and servicing accounts, developing clients, and preparing sales presentations. Upon completion, students should be able to create a sales presentation based upon standard ratings reports, prospect for new customers, and understand account management. <i>This program of study is pending State Board Approval.</i>				
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.									
BROADCASTING AND PRODUCTION									
BPT 110 Intro to Broadcasting	3	0	0	3	BPT 131 Audio/Radio Production I	2	6	0	4
Prerequisites: None					Prerequisites: None				Corequisites: None
Corequisites: None					Effective Term: 1997*02				
Effective Term: 1997*02					This course covers the creation, development, production, and presentation of audio programming elements for broadcast and/or other electronic media applications. Emphasis is placed on the proper operation of professional audio equipment and the study of basic physical behavior and perceptual effects of sound. Upon completion, students should be able to correctly operate audio recording and playback equipment and demonstrate an understanding of the basic components of sound. <i>This program of study is pending State Board Approval.</i>				
This course introduces the field of broadcasting and other electronic media. Emphasis is placed on the history, development, and current status of radio, television, and related industries. Upon completion, students should be able to demonstrate knowledge of regulations, organizational structure, revenue sources, historical development, and on-going operation of broadcasting and related industries. <i>This program of study is pending State Board Approval.</i>									
BPT 111 Broadcast Law & Ethics	3	0	0	3	BPT 132 Audio/Radio Production II	2	6	0	4
Prerequisites: None					Prerequisites: BPT 131				Corequisites: None
Corequisites: None					Effective Term: 1997*02				
Effective Term: 1997*02					This course covers the use of advanced audio production techniques in broadcast and/or other electronic media applications. Topics include basic audio signal processing equipment and analog and digital professional audio recording and playback equipment. Upon completion, students should be able to optimize the use of professional audio equipment in the				
This course covers judicial, legislative, and administrative policies pertinent to the ethical and legal operation of broadcast and other electronic media organizations. Emphasis is placed on legal and ethical issues including First Amendment protection, FCC regulations, copyright, and libel laws. Upon completion, students should be able to demonstrate an understanding of the historical significance and modern-day application of important broadcast laws and policies. <i>This program of study is pending State Board Approval.</i>									

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
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production of effective audio programming. *This program of study is pending State Board Approval.*

BPT 140 Intro to TV Systems 2 0 0 2

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces technical systems that allow production, transmission, and reception of television and other video media. Emphasis is placed on identifying components and equipment, describing their function within the video chain, and troubleshooting problems within the signal flow. Upon completion, students should be able to demonstrate an understanding of components and equipment in the video chain and provide basic preventive maintenance on equipment. *This program of study is pending State Board Approval.*

BPT 231 Video/TV Production I 2 6 0 4

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course covers the language of film/video, shot composition, set design, lighting, production planning, scripting, editing, and operation of video and television production equipment. Emphasis is placed on mastering the body of knowledge and techniques followed in producing all forms of video and television production. Upon completion, students should be able to produce basic video and television productions in a team environment. *This program of study is pending State Board Approval.*

BPT 232 Video/TV Production II 2 6 0 4

Prerequisites: BPT 231 Corequisites: None
Effective Term: 1997*02

This course covers advanced video and television production. Emphasis is placed on field production, post-production, digital video effects, graphics, and multi-camera productions. Upon completion, students should be able to create productions that optimize the use of studio, field, and post-production equipment. *This program of study is pending State Board Approval.*

BPT 250 Institutional Video 2 3 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course covers development and production of non-broadcast video productions for clients. Emphasis is placed on satisfying client objectives, including interviewing, research, site surveying, script review, photography, and post-production. Upon completion,

students should be able to plan, write, shoot, and edit an institutional video designed to meet a client's objectives. *This program of study is pending State Board Approval.*

BPT 255 Computer-Based Production 2 3 0 3

Prerequisites: CIS 110 or CIS 111
Corequisites: None
Effective Term: 1997*02

This course covers digital systems used for video, audio, and multimedia production. Emphasis is placed on computer-based tools integrating digital production with analog broadcast-related production. Upon completion, students should be able to understand and operate basic tools for video graphics, video capture, multimedia authoring, sound capture, and digital audio production. *This program of study is pending State Board Approval.*

BPT 260 Multi-Track Recording 2 2 0 3

Prerequisites: BPT 132 Corequisites: None
Effective Term: 1997*02

This course covers the application of audio production techniques in a multi-track recording setting. Emphasis is placed on proper use of control room equipment and mix-down of multiple sound sources on both analog and digital recorders. Upon completion, students should be able to produce creative music or supplemental works using sound engineering techniques. *This program of study is pending State Board Approval.*

BIOTECHNOLOGY

BTC 181 Basic Lab Techniques 3 3 0 4

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

BTC 281 Bioprocess Techniques 2 6 0 4

Prerequisites: BTC 181 Corequisites: None
Effective Term: 1997*02

This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Ca	Cr		Cl	Lb	Ca	Cr
biological products using fermentation, centerfugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.									
BTC 285 Cell Culture	2	3	0	3	BUS 115* Business Law I	3	0	0	3
Prerequisites: BIO 275	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture.									
BTC 286 Immunological Techniques	3	3	0	4	BUS 116 Business Law II	3	0	0	3
Prerequisites: BTC 285	Corequisites: None				Prerequisites: BUS 115	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion students should be able to discuss the immune response, perform immunological assays, and make monoclonal antibody-producing hybridomas.									
BTC 288 Biotech Lab Experience	0	6	0	2	BUS 121 Business Math	2	2	0	3
Prerequisites: BIO 250, BTC 281, and BTC 285					Prerequisites: None	Corequisites: None			
or BTC 286					Effective Term: 1997*02				
Corequisites: None					This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.				
Effective Term: 1997*02					BUS 125 Personal Finance	3	0	0	3
This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.									
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.									

BUSINESS

BUS 110* Introduction to Business	3	0	0	3
Prerequisites: None	Corequisites: None			
Effective Term: 1997*02				
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students				

BUSINESS

BUS 110* Introduction to Business 3 0 0 3
Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students

Course Title	Hours Per Week Cl Lb Cn Cr				Course Title	Hours Per Week Cl Lb Cn Cr			
BUS 137 Principles of Management	3	0	0	3	BUS 270 Professional Development	3	0	0	3
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
<p>This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.</p>									<p>This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.</p>
BUS 151 People Skills	3	0	0	3	CARPENTRY				
Prerequisites: None	Corequisites: None				CAR 110 Introduction to Carpentry	2	0	0	2
Effective Term: 1997*02					Prerequisites: None	Corequisites: None			
<p>This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.</p>									<p>This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.</p>
BUS 225 Business Finance	2	2	0	3	CAR 111 Carpentry I	3	15	0	8
Prerequisites: ACC 120	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1999*03				
<p>This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.</p>									<p>This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.</p>
BUS 230 Small Business Management	3	0	0	3	CAR 112 Carpentry II	3	15	0	8
Prerequisites: None	Corequisites: None				Prerequisites: CAR 111	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1999*03				
<p>This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.</p>									<p>This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.</p>
BUS 231 Computerized Inventory	2	2	0	3	CAR 113 Carpentry III	3	9	0	6
Prerequisites: ACC 120 and CIS 110 or CIS 111					Prerequisites: CAR 111	Corequisites: None			
Corequisites: None					Effective Term: 1997*02				
Effective Term: 1997*02									
<p>This course provides an overview of inventory procedures as related to management decisions. Emphasis is placed on general terms, methods, techniques, and computer applications. Upon completion, students should be able to apply inventory principles and processes in the workplace.</p>									<p>This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and</p>

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
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layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 114 Residential Bldg Codes 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

CAR 115 Res Planning/Estimating 3 0 0 3

Prerequisites: BPR 130 Corequisites: None

Effective Term: 1997*02

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

COMPUTED TOMOGRAPHY

CAT 210 CT Physics & Equipment 3 0 0 3

Prerequisites: **Enrollment in the CT/MRI program or CT certificate program**

Corequisites: None

Effective Term: 1998*03

This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.

CAT 211 CT Procedures 4 0 0 4

Prerequisites: **Enrollment in the CT/MRI program or CT certificate program**

Corequisites: CAT 210

Effective Term: 1998*03

This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast

agents' use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.

CAT 228 CT Clinical Practicum 0 0 24 8

Prerequisites: **Enrollment in the CT/MRI program or CT certificate program**

Corequisites: None

Effective Term: 1998*03

This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.

COMPUTER ENGINEERING

CET 111 Computer Upgrade/Repair I 2 3 0 3

Prerequisites: **ELC 131** Corequisites: None

Effective Term: 1997*02

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. *This course is limited to students currently admitted to the Computer Engineering Technology or Electronics Engineering Technology programs.*

CET 211 Computer Upgrade/Repair II 2 3 0 3

Prerequisites: CET 111 Corequisites: None

Effective Term: 1997*02

This course is the second of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
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CET 212 Integrated Mfg Systems 1 3 0 2

Prerequisites: ELN 237 Corequisites: None

Effective Term: 1997*02

This course covers computer topics related to integrated manufacturing systems common to current manufacturing facilities. Topics include robot programming, automated control systems, PLCs, data communication, and networking in an integrated manufacturing environment, and other related topics. Upon completion, students should be able to program robots using teaching pendants and troubleshoot and maintain network installations related to integrated manufacturing systems.

CET 222 Computer Architecture 2 0 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the organization and design philosophy of computer systems with respect to resource management, throughput, and operating system interaction. Topics include instruction sets, registers, data types, memory management, virtual memory, cache, storage management, multi-processing, and pipelining. Upon completion, students should be able to evaluate system hardware and resources for installation and configuration purposes.

CHEMISTRY

CHM 092 Fundamentals of Chemistry 3 2 0 4

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college-level science courses. *The course will also cover special topics in chemistry intended to reinforce and supplement the basic course material.*

CHM 130* Gen, Org, & Biochemistry 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be

able to demonstrate an understanding of fundamental chemical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 130A* Gen, Org, & Biochem Lab 0 2 0 1

Prerequisites: None Corequisites: CHM 130

Effective Term: 1997*02

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 131* Introduction to Chemistry 3 0 0 3

Prerequisites: None

Corequisites: **CHM 131A**

Effective Term: 1997*02

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurements, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 131A* Intro to Chemistry Lab 0 3 0 1

Prerequisites: None Corequisites: CHM 131

Effective Term: 1997*02

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 132* Organic and Biochemistry 3 3 0 4

Prerequisites: CHM 131 Corequisites: None

Effective Term: 1997*02

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.		needed in CHM 252. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.	
CHM 151* General Chemistry I	3 3 0 4	CHM 252* Organic Chemistry II	3 3 0 4
Prerequisites: None	Corequisites: None	Prerequisites: CHM 251	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.		This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.	
CHM 152* General Chemistry II	3 3 0 4	CHM 263* Analytical Chemistry	3 4 0 5
Prerequisites: CHM 151	Corequisites: None	Prerequisites: CHM 132	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.		This course covers the knowledge and laboratory skills needed to perform chemical analysis. Emphasis is placed on developing laboratory techniques used in the separation, identification, and quantification of selected substances. Upon completion, students should be able to perform laboratory techniques employed in substance identification and volumetric analysis and interpret the results. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.	
CHM 251* Organic Chemistry I	3 3 0 4	INFORMATION SYSTEMS	
Prerequisites: CHM 152	Corequisites: None	CIS 110* Introduction to Computers	2 2 0 3
Effective Term: 1997*02		Prerequisites: None	Corequisites: None
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as		Effective Term: 1997*02	
		This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.	

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
CIS 111 Basic PC Literacy	1	2	0	2	CIS 118 IS Professional Comm	2	0	0	2
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.					This course prepares the information systems professional to communicate with corporate personnel from management to end-users. Topics include information systems cost justification tools, awareness of personal hierarchy of needs, addressing these needs, and discussing technical issues with non-technical personnel. Upon completion, students should be able to communicate information systems issues to technical and non-technical personnel.				
CIS 112 Windows™	1	2	0	2	CIS 120 Spreadsheet I	2	2	0	3
Prerequisites: None	Corequisites: None				Prerequisites: CIS 110 or CIS 111 or OST 137				
Effective Term: 1998*03					Corequisites: None				
This course includes the fundamentals of the Windows™ software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows™ software in an office environment.					Effective Term: 2000*03				
CIS 113 Computer Basics	0	2	0	1	This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.				
Prerequisites: None	Corequisites: None				CIS 122 Intro to Business Comp	2	2	0	3
Effective Term: 1997*02					Prerequisites: CIS 110 or CIS 111				
This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.					Corequisites: None				
CIS 115 Intro to Prog & Logic	2	2	0	3	Effective Term: 1997*02				
Prerequisites: MAT 070	Corequisites: None				This course provides preparation in solving business problems using computers. Topics include hardware and software concepts, the DOS operating system, Windows, spreadsheets, and communications. Upon completion, students should be able to use DOS commands, navigate a Windows environment, use spreadsheet capabilities, and access information in a business environment.				
Effective Term: 1998*01					CIS 124 DTP Graphics Software	2	2	0	3
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.					Prerequisites: None				
CIS 116 Intro PC App Development	2	3	0	3	Effective Term: 1997*02	Corequisites: None			
Prerequisites: None	Corequisites: None				This course introduces graphic design software using a variety of software packages. Emphasis is placed on efficient utilization of software capabilities. Upon completion, students should be able to incorporate appropriate graphic designs into desktop publishing publications.				
Effective Term: 1997*02					CIS 126 Graphics Software Intro	2	2	0	3
This course provides an introductory study of the principles of application development and end-user interface design principles. Emphasis is placed on tables, file management, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design and program a PC application at the introductory level.					Prerequisites: None				
					Effective Term: 1997*02	Corequisites: None			
					This course provides an introduction to graphic design and execution of pictorial graphics using a variety of software packages. Emphasis is placed on creation and				

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
manipulation of images using graphic design software. Upon completion, students should be able to create graphic designs and incorporate these designs into printed publications.		CIS 155 Database Theory/Analysis 2 2 0 3	
		Prerequisites: CIS 152 or CIS 157	
		Corequisites: None	
		Effective Term: 2002*03	
		This course introduces database design theories and analysis. Emphasis is placed on data dictionaries, normalization, data integrity, and data modeling. Upon completion, students should be able to design normalized database structures which exhibit data integrity.	
CIS 130 Survey of Operating Sys 2 3 0 3		CIS 157 Database Programming I 2 2 0 3	
Prerequisites: CIS 110 or CIS 111		Prerequisites: None	Corequisites: None
Corequisites: None		Effective Term: 2002*03	
Effective Term: 1997*02		This course is designed to develop programming proficiency in a selected DBMS. Emphasis is placed on the Data Definition Language (DDL) and Data Manipulation Language (DML) of the DBMS as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports representative of industry requirements.	
The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.		CIS 162 MM Presentation Software 2 2 0 3	
		Prerequisites: CIS 110 or CIS 111	
		Corequisites: None	
		Effective Term: 1997*02	
CIS 145 Operat Sys - Single-User 2 2 0 3		This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.	
Prerequisites: None	Corequisites: CIS 130	CIS 163 Prog Interfaces Internet 2 2 0 3	
Effective Term: 1997*02		Prerequisites: CIS 110 or CIS 111	
This course introduces operating systems concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions at the support level in a single-user environment.		Corequisites: None	
		Effective Term: 1997*02	
CIS 147 Operating System-Windows™ 2 2 0 3		This course creates interactive multimedia applications and applets for the Internet using web-specific languages. Emphasis is placed on audio, video, graphic, and network resources and various file formats. Upon completion, students should be able create an interactive multimedia application or applet for the Internet.	
Prerequisites: None	Corequisites: None	CIS 164 DTP Layout & Design 2 2 0 3	
Effective Term: 2000*03		Prerequisites: None	Corequisites: None
This course introduces operating systems concepts for a Windows™ operating system. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions at the support level in a Windows™ environment.		Effective Term: 1997*02	
CIS 152 Database Concepts & Apps 2 2 0 3		This course introduces the fundamentals of design and page layout. Emphasis is placed on page layout organization, typography, and color. Upon completion, students should be able to create projects that visually enhance communication.	
Prerequisites: CIS 110 or CIS 111 or CIS 115			
Corequisites: None			
Effective Term: 1997*02			
This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.			

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Gr		Cl	Lb	Cn	Gr
CIS 165 Desktop Publishing I	2	2	0	3	topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.				
Prerequisites: CIS 110 or CIS 111									
Corequisites: None					CIS 173 Network Theory	2	2	0	3
Effective Term: 1997*02					Prerequisites: None				Corequisites: None
This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications.					Effective Term: 1997*02				
CIS 166 Desktop Publishing II	2	2	0	3	This course examines Token Ring, Ethernet, and Arcnet networks. Topics include LAN topologies and design; cable characteristics; cable, interface cards, server, and client installation; basic management techniques; linking networks; and troubleshooting LAN problems. Upon completion, students should be able to install both hardware and software for a small client/server LAN and troubleshoot common network problems. <i>This course will be centered around fundamental operating system knowledge and hardware/software skills.</i>				
Prerequisites: CIS 165					Corequisites: None				
Effective Term: 1997*02					CIS 174 Network System Manager I	2	2	0	3
This course provides advanced training in the use of a variety of desktop publishing software. Emphasis is placed on evaluation of software and hardware available for desktop publishing. Upon completion, students should be able to create and design complex publications using a variety of page layout software.					Prerequisites: CIS 130				Corequisites: None
CIS 168 Desktop Presentations	1	2	0	2	Effective Term: 1997*02				
Prerequisites: CIS 166					This course covers effective network management. Topics include network file system design and security, login scripts and user menus, printing services, e-mail, and backup. Upon completion, students should be able to administer an office network system.				
Corequisites: None					CIS 175 Network Management I	2	2	0	3
Effective Term: 1997*02					Prerequisites: CIS 130				Corequisites: None
This course provides advanced training in desktop publications and projects designed for business presentations. Emphasis is placed on the most appropriate software package or packages to complete simulated or 'live' business projects. Upon completion, students should be able to create and manage presentations using various microcomputer software programs.					Effective Term: 1997*02				
CIS 170 Tech Support Functions I	2	2	0	3	This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy.				
Prerequisites: None					CIS 198 Innovations in Network Connectivity	2	2	0	3
Corequisites: None					Prerequisites: None				Corequisites: None
Effective Term: 2002*03					Effective Term: 2001*03				
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.					This course will expose students to new innovations in the field of network connectivity. Emphasis is placed on connectivity solutions. Upon completion, students should be aware of new innovations in network connectivity.				
CIS 172 Intro to the Internet	2	3	0	3	CIS 215 Hardware Install/Maint	2	3	0	3
Prerequisites: CIS 110 or CIS 111					Prerequisites: CIS 110 or CIS 111 or CIS 115				
Corequisites: None					Corequisites: None				
Effective Term: 1997*02					Effective Term: 1997*02				
This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related					This course covers the basic hardware of a personal computer, including operations and interactions with				

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.		file and memory management, system configuration/optimization, utilities, Job Control Language, and support functions. Upon completion, students should be able to perform operating system functions in an AS/400 environment.	
CIS 216 Software Install/Maint 1 2 0 2		CIS 245 Oper Sys - Multi-user 2 3 0 3	
Prerequisites: CIS 130 Corequisites: None		Prerequisites: CIS 110 Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software.		This course includes operating systems concepts for multi-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions in a multi-user environment.	
CIS 220 Spreadsheets II 1 2 0 2		CIS 246 Operating System-UNIX 2 3 0 3	
Prerequisites: CIS 120 Corequisites: None		Prerequisites: CIS 110 and CIS 130	
Effective Term: 1997*02		Corequisites: None	
This course covers advanced spreadsheet design and development. Topics include advanced functions, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.		Effective Term: 1997*02	
CIS 226 Trends in Technology 1 2 0 2		This course includes operating systems concepts for UNIX operating systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, and other related topics. Upon completion, students should be able to effectively use the UNIX operating system and its utilities.	
Prerequisites: None Corequisites: None		CIS 260 Business Graphics Apps 2 2 0 3	
Effective Term: 1997*02		Prerequisites: CIS 110 or CIS 111	
This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.		Corequisites: None	
CIS 228 Project Manager 1 2 0 2		Effective Term: 1997*02	
Prerequisites: CIS 130 Corequisites: None		This course utilizes graphics software in a variety of business applications. Topics include terminology, design and evaluation, graphics formats and conversion, practical applications of graphics software, and integration of peripherals. Upon completion, students should be able to create and incorporate graphic designs to enhance business communications.	
Effective Term: 1997*02		CIS 274 Network System Manager II 2 2 0 3	
This course introduces computerized project management software. Topics include identifying critical paths, cost management, time management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.		Prerequisites: CIS 174 Corequisites: None	
CIS 244 Operating System-AS/400 2 3 0 3		Effective Term: 1997*02	
Prerequisites: CIS 110 and CIS 130		This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance.	
Corequisites: None			
Effective Term: 1997*02			
This course includes operating systems concepts for AS/400 systems. Topics include hardware management,			

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
CIS 275 Network Management II 2 2 0 3		development of a business information system.	
Prerequisites: CIS 175 Corequisites: None		Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases.	
Effective Term: 1997*02		Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.	
This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance.			
CIS 276 Helpdesk Analysis & Design 3 0 0 3		CIS 287 Network Support 2 2 0 3	
Prerequisites: CIS 115 and CIS 170		Prerequisites: CIS 274 or CIS 275	
Corequisites: None		Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course examines established and evolving methodologies for the analysis, design, and development of a helpdesk system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.		This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research, and fix network hardware problems.	
CIS 277 Network Design & Imp 2 2 0 3		CIS 288 Systems Project 1 4 0 3	
Prerequisites: CIS 275 Corequisites: None		Prerequisites: CIS 227 or CIS 286	
Effective Term: 1997*02		Corequisites: None	
This course focuses on the design, analysis, and integration of a network operating system. Topics include determination of a directory tree structure and object placement, creation of time synchronization strategy, security, and routing services. Upon completion, students should be able to implement a network design strategy, develop a migration strategy, and create a network implementation schedule.		Effective Term: 1997*02	
CIS 282 Network Technology 3 0 0 3		This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.	
Prerequisites: None Corequisites: None		CIS 296 Seminar in Information Systems 0 3 0 1	
Effective Term: 1997*02		Prerequisites: CIS 110 or CIS 111	
This course examines concepts of network architecture. Topics include various network types, topologies, transmission methods, media and access control, the OSI model, and the protocols which operate at each level of the model. Upon completion, students should be able to design a network based on the requirements of a company.		Corequisites: None	
CIS 286 Systems Analysis & Design 3 0 0 3		Effective Term: 2002*03	
Prerequisites: CIS 115 Corequisites: None		This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar issues. Upon completion, students should be able to critically analyze issues and establish informed opinions.	
Effective Term: 1997*02		CIS 298 Innovations in Networking Technologies 2 2 0 3	
This course examines established and evolving methodologies for the analysis, design, and		Prerequisites: None Corequisites: None	
		Effective Term: 2002*03	
		This course will expose students to new innovations in networking technologies. Emphasis is placed on emerging networking technologies. Upon completion, students should be aware of new trends in networking technologies.	

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
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CARDIOVASCULAR/ VASCULAR INTERVENTIONAL TECHNOLOGY

CIT 211 Patient Care 3 0 0 3

Prerequisites: **Enrollment in the Cardiovascular/ Vascular Interventional Technology program**

Corequisites: None

Effective Term: 1998*03

This course introduces specialized patient care and management, physiological monitoring, and general procedural considerations used within the vascular and cardiovascular environment. Emphasis is placed on patient communication, pressure measurements, ECG, specialized cardiac monitoring, intravenous therapy, sterile technique, infection control, and isolation procedures. Upon completion, students should be able to understand patient care and management and the use and function of physiological monitoring and measurement devices.

CIT 212 Angio Equip & Supplies 3 0 0 3

Prerequisites: **Enrollment in the Cardiovascular/ Vascular Interventional Technology program**

Corequisites: None

Effective Term: 1998*03

This course covers the specialized equipment and instrumentation, digital subtraction, and magnification image enhancement techniques used in the cardiovascular/vascular environment. Emphasis is placed on Cine cameras, automatic film changers, intensifying screens, principles of digital imaging, automatic pressure injectors, subtraction, magnification, catheters, guide wires, and needles. Upon completion, students should be able to understand principles and use of angiographic equipment and specialized imaging techniques used in the cardiovascular/vascular environment.

CIT 213 Radiographic Pharmacology 3 0 0 3

Prerequisites: **Enrollment in the Cardiovascular/ Vascular Interventional Technology program**

Corequisites: None

Effective Term: 1998*03

This course is designed to cover medications, contrast media, and emergency complications in the cardiovascular/vascular interventional environment. Emphasis is placed on indications, administration, and adverse reactions to medications and contrast media. Upon completion, students should be able to identify

and understand medications and contrast agents in cardiovascular/interventional environments and their desired results.

CIT 214 Vascular Imaging I 3 0 0 3

Prerequisites: **Enrollment in the Cardiovascular/ Vascular Interventional Technology program**

Corequisites: None

Effective Term: 1998*03

This course covers angiographic approaches, interventional procedures, anatomy, and imaging techniques for the peripheral, splanchnic, and renal systems. Emphasis is placed on the structure and hemodynamics of the vascular systems, filming procedures, patient positioning and tube angulations, basic pathology, and interventional devices. Upon completion, students should be able to demonstrate knowledge of each of the vascular systems and methods used to visualize this anatomy radiographically.

CIT 224 Vascular Imaging II 3 0 0 3

Prerequisites: **Enrollment in the Cardiovascular/ Vascular Interventional Technology program**

Corequisites: None

Effective Term: 1998*03

This course covers angiographic approaches, interventional procedures, anatomy, and imaging techniques for the pulmonary, cardiovascular, and cerebral systems. Emphasis is placed on the structure and hemodynamics of the vascular systems, filming procedures, patient positioning and tube angulations, basic pathology, and interventional devices. Upon completion, students should be able to demonstrate knowledge of each of the vascular systems and methods used to visualize this anatomy radiographically.

CIT 230 CIT Clinical Practicum I 0 0 21 7

Prerequisites: **Enrollment in the Cardiovascular/ Vascular Interventional Technology program**

Corequisites: None

Effective Term: 1998*03

This course provides the opportunity to apply knowledge gained from didactic instruction to the cardiovascular/vascular interventional clinical environment. Emphasis is placed on patient care and positioning, imaging procedures, and image production in angiography within the cardiovascular/vascular interventional environment. Upon completion, students should be able to assume a variety of duties and

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
responsibilities in the cardiovascular/vascular interventional environment.			
CIT 240 CIT Clinical Practicum II	0 0 21 7	CIT 261 CIT Cardiac Exam Prep	1 0 0 1
Prerequisites: Enrollment in the Cardiovascular/Vascular Interventional Technology program		Prerequisites: Enrollment in the Cardiovascular/Vascular Interventional Technology program	
Corequisites: None		Corequisites: None	
Effective Term: 1998*03		Effective Term: 2003*01	
This course provides the opportunity to apply knowledge gained from didactic instruction to the cardiovascular/vascular interventional clinical environment. Emphasis is placed on patient care and positioning, imaging procedures, and image production in angiography within the cardiovascular/vascular interventional environment. Upon completion, students should be able to assume a variety of duties and responsibilities in the cardiovascular/vascular interventional environment.		This course covers the aspects of cardiac technology as practiced in the didactic and clinical settings. Emphasis is placed on content specifications of the ARRT Advanced-Level exam, study skills, and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the cardiac portion of the CIT exam.	
CIT 250 CIT Clinical Practicum III	0 0 24 8	CIT 262 CIT Vascular Exam Prep	1 0 0 1
Prerequisites: Enrollment in the Cardiovascular/Vascular Interventional Technology program		Prerequisites: Enrollment in the Cardiovascular/Vascular Interventional Technology program	
Corequisites: None		Corequisites: None	
Effective Term: 1998*03		Effective Term: 2003*01	
This course provides the opportunity to apply knowledge gained from didactic instruction to the cardiovascular/vascular interventional clinical environment. Emphasis is placed on patient care and positioning, imaging procedures, and image production in angiography within the cardiovascular/vascular interventional environment. Upon completion, students should be able to assume a variety of duties and responsibilities in the cardiovascular/vascular interventional environment.		This course covers the aspects of vascular technology as practiced in the didactic and clinical settings. Emphasis is placed on content specifications of the ARRT Advanced-Level exam, study skills, and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the cardiac portion of the CIT exam.	
CRIMINAL JUSTICE			
CIT 260 CIT Topics	2 0 0 2	CJC 111* Intro to Criminal Justice	3 0 0 3
Prerequisites: Enrollment in the Cardiovascular/Vascular Interventional Technology program		Prerequisites: None	
Corequisites: None		Corequisites: None	
Effective Term: 1998*03		Effective Term: 1997*02	
This course integrates aspects of cardiovascular/vascular interventional technology as practiced in the didactic and clinical settings. Emphasis is placed on content specifications of the ARRT Advanced-Level exam, study skills, and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the CIT exam.		This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.	
CJC 112 Criminology	3 0 0 3		
Prerequisites: None		Corequisites: None	
Effective Term: 1997*02			
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime			

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.									
CJC 113 Juvenile Justice	3	0	0	3	CJC 122 Community Policing	3	0	0	3
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/ procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.					This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.				
CJC 114 Investigative Photography	1	2	0	2	CJC 131 Criminal Law	3	0	0	3
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film/prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure and development techniques.					This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.				
CJC 120 Interviews/Interrogations	1	2	0	2	CJC 132 Court Procedure & Evidence	3	0	0	3
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.					This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.				
CJC 121* Law Enforcement Operations	3	0	0	3	CJC 141* Corrections	3	0	0	3
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Effective Term: 1997*02					Effective Term: 1997*02				
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
CJC 144 Crime Scene Processing 2 3 0 3 Prerequisites: None Corequisites: None Effective Term: 2000*01		interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.	
This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.		CJC 212 Ethics & Comm Relations 3 0 0 3 Prerequisites: None Corequisites: None Effective Term: 1997*02	
CJC 145 Crime Scene CAD 2 3 0 3 Prerequisites: None Corequisites: None Effective Term: 2000*01		This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.	
This course introduces the student to CAD software for crime scenes. Topics include drawing, editing, file management and drafting theory and practices. Upon completion, the students should be able to produce and plot a crime scene drawing.		CJC 213 Substance Abuse 3 0 0 3 Prerequisites: None Corequisites: None Effective Term: 1997*02	
CJC 146 Trace Evidence 2 3 0 3 Prerequisites: None Corequisites: None Effective Term: 2000*01		This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.	
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.		CJC 214 Victimology 3 0 0 3 Prerequisites: None Corequisites: None Effective Term: 1997*02	
CJC 198 Seminar in Criminal Justice 3 0 0 3 Prerequisites: Enrollment in a Criminal Justice Technology program Corequisites: None Effective Term: 2002*03		This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.	
This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar issues. Upon completion, students should be able to critically analyze issues and establish informed opinions. Course content will include instruction in the basic methodology necessary for doing pertinent research in the areas of criminal justice and the law.		CJC 215 Organization & Administration 3 0 0 3 Prerequisites: None Corequisites: None Effective Term: 1997*02	
CJC 211 Counseling 3 0 0 3 Prerequisites: None Corequisites: None Effective Term: 1997*02		This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.	
This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording,			

Course Title		Hours Per Week				Course Title		Hours Per Week			
		Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr
CJC 221	Investigative Principles	3	2	0	4	CJC 232	Civil Liability	3	0	0	3
Prerequisites: None		Corequisites: None				Prerequisites: None		Corequisites: None			
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.						This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.					
CJC 222	Criminalistics	3	0	0	3	CJC 233	Correctional Law	3	0	0	3
Prerequisites: None		Corequisites: None				Prerequisites: None		Corequisites: None			
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.						This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.					
CJC 225	Crisis Intervention	3	0	0	3	CJC 241	Community-Based Corrections	3	0	0	3
Prerequisites: None		Corequisites: None				Prerequisites: None		Corequisites: None			
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.						This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.					
CJC 231	Constitutional Law	3	0	0	3	CJC 244	Footwear and Tire Imprints	2	3	0	3
Prerequisites: None		Corequisites: None				Prerequisites: None		Corequisites: None			
Effective Term: 1997*02						Effective Term: 2000*01					
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.						This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph, and identify footwear and tire imprints.					
CJC 245	Friction Ridge Analysis	2	3	0	3						
Prerequisites: None		Corequisites: None				Prerequisites: None		Corequisites: None			
Effective Term: 2000*01						Effective Term: 2000*01					
This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of											

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Ca	Cr		Cl	Lb	Ca	Cr

fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.

CJC 246 Adv Friction Ridge Analys 2 3 0 3

Prerequisites: CJC 245 Corequisites: None
Effective Term: 2000*01

This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for valued determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.

CJC 251 Forensic Chemistry I 3 2 0 4

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides a study of the fundamental concepts of chemistry as it relates to forensic science. Topics include physical and chemical properties of substances, metric measurements, chemical changes, elements, compounds, gases, and atomic structure. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of forensic chemistry.

CJC 252 Forensic Chemistry II 3 2 0 4

Prerequisites: CJC 251 Corequisites: None
Effective Term: 1997*02

This course provides a study of specialized areas of chemistry specifically related to forensic science. Topics include properties of light, emission and absorption spectra, spectrophotometry, gas and liquid chromatography, and related topics in organic and biochemistry. Upon completion, students should be able to demonstrate an understanding of specialized concepts in forensic chemistry.

COOPERATIVE EDUCATION

COE 110 World of Work 1 0 0 1

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon

completion, students should be able to successfully make the transition from school to work.

COE 111 Co-op Work Experience I 0 0 10 1

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Enrollment in the course will be by permission of the program coordinator or department chair and will require a 2.0 cumulative grade point average (GPA).

COE 112 Co-op Work Experience I 0 0 20 2

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Enrollment in the course will be by permission of the program coordinator or department chair and will require a 2.0 cumulative GPA.

COE 113 Co-op Work Experience I 0 0 30 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Enrollment in the course will be by permission of the program coordinator or department chair and will require a 2.0 cumulative GPA.

COE 115 Work Exp Seminar I 1 0 0 1

Prerequisites: None
Corequisites: COE 111 or COE 112 or COE 113 or COE 114
Effective Term: 1997*02

This course utilizes case presentation, film observation and characteristic behaviors of each level of

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
development and to derive guidelines for promoting desirable behaviors and coping with undesirable behaviors in young children. Experiences will provide opportunities to develop observations skills, effective techniques and beginning skill adapting to the needs of individual children.		COE 135 Work Exp Seminar III 1 0 0 1	
		Prerequisites: COE 115 and COE 125	
		Corequisites: COE 131 or COE 132 or COE 133 or COE 134	
		Effective Term: 1997*02	
		This course involves extensive discussion of practices in directing preschool activities. Emphasis will be placed on planning activities that are age and situation appropriate and students will be encouraged to utilize all their relevant work experiences in contributing to the seminar.	
COE 121 Co-op Work Experience II 0 0 10 1		COE 211 Co-op Work Experience IV 0 0 10 1	
Prerequisites: COE 111	Corequisites: None	Prerequisites: COE 131	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.		This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.	
COE 122 Co-op Work Experience II 0 0 20 2			
Prerequisites: None	Corequisites: None		
Effective Term: 1997*02			
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.			
COE 125 Work Exp Seminar II 1 0 0 1		COM 110* Introduction to Communication 3 0 0 3	
Prerequisites: None		Prerequisites: None	Corequisites: None
Corequisites: COE 121 or COE 122 or COE 123 or COE 124		Effective Term: 1997*02	
Effective Term: 1997*02		This course provides an overview of basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.	
This course provides for individual and group exploration of activities and materials useful for developing useful learning experiences for preschool children involving manipulation, experimentation and discovery. Students will be encouraged to develop their skill repertoires through shared discussion of their activity implementation.		COM 120* Interpersonal Communication 3 0 0 3	
		Prerequisites: None	Corequisites: None
		Effective Term: 1997*02	
COE 131 Co-op Work Experience III 0 0 10 1		This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills,	
Prerequisites: COE 121	Corequisites: None		
Effective Term: 1997*02			
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.			

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.		input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug RPG language programs.	
COM 231* Public Speaking	3 0 0 3	CSC 139 Visual BASIC Programming	2 3 0 3
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: CIS 115
Effective Term: 1997*02		Effective Term: 1997*02	
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.		This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.	
COMPUTER SCIENCE		CSC 141 Visual C++ Programming	2 3 0 3
CSC 134* C++ Programming	2 3 0 3	Prerequisites: None	Corequisites: None
Prerequisites: CIS 110 or CIS 111 and CIS 115		Effective Term: 1997*02	
Corequisites: None		This course introduces event-driven computer programming using the Visual C++ programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs.	
Effective Term: 1997*02		CSC 148 JAVA Programming	2 3 0 3
This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.		Prerequisites: None	Corequisites: None
CSC 135 COBOL Programming	2 3 0 3	Effective Term: 1998*01	
Prerequisites: CIS 110 or CIS 111 and CIS 115		This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, and debug JAVA language programs.	
Corequisites: None		CSC 160 Intro to Internet Prog	2 2 0 3
Effective Term: 1997*02		Prerequisites: None	Corequisites: None
This course introduces computer programming using the COBOL programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug COBOL language programs.		Effective Term: 2002*01	
CSC 138 RPG Programming	2 3 0 3	This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.	
Prerequisites: CIS 110 or CIS 111 and CIS 115		CSC 234 Advanced C++	2 3 0 3
Corequisites: None		Prerequisites: CSC 134	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course introduces computer programming using the RPG programming language. Topics include		This course is a continuation of CSC134 using C++ with structured programming principles. Emphasis is placed	

<p>on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. This course is a unique concentration requirement in the Programming concentration in the Information Systems program.</p>	<p>interactive processing, algorithms, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.</p>
<p>CSC 248 Adv Internet Progr</p>	<p>2 3 0 3</p>
<p>Prerequisites: CSC 134 or CSC 140 or CSC 141 or CSC 148 or CSC 160</p>	
<p>Corequisites: None</p>	

This course is a continuation of CSC 141 using Visual C++ with object-oriented programming principles. Emphasis is placed on advanced arrays, file management/processing techniques, data structures, sub-programs,

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
CVS 161 CVS Clinical Ed II 0 0 24 8 Prerequisites: CVS 160 Corequisites: None Effective Term: 1997*02 This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.		processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.	
CVS 162 CVS Clinical Ed III 0 0 15 5 Prerequisites: CVS 161 Corequisites: None Effective Term: 1997*02 This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.		CVS 261 CVS Clinical Ed V 0 0 24 8 Prerequisites: CVS 260 Corequisites: None Effective Term: 1997*02 This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.	
CVS 163 Echo I 3 2 0 4 Prerequisites: None Corequisites: None Effective Term: 1997*02 This course covers cardiac anatomy and introduces cardiac scanning techniques. Topics include normal cardiac anatomy, Doppler physics, and 2-D and M-mode imaging. Upon completion, students should be able to perform 2-D and M-mode studies.		CVS 279 Cardiovascular Physics 3 2 0 4 Prerequisites: None Corequisites: None Effective Term: 1997*02 This course involves the study of ultrasound physics and instrumentation as it applies to cardiovascular imaging. Emphasis is placed on Doppler physics and performing other cardiac studies. Upon completions, students should be able to understand physical principles and instrumentation used in cardiovascular imaging.	
CVS 164 Echo II 3 2 0 4 Prerequisites: CVS 163 Corequisites: None Effective Term: 1997*02 This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color, and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies.		DESIGN DRAFTING	
CVS 165 Intro to Cardiovas Son 1 3 0 2 Prerequisites: None Corequisites: None Effective Term: 1997*02 This course provides an introduction to the field of cardiovascular sonography. Topics include applications, sonographic terminology, basic anatomy of the heart and vascular system, and basic scanning skills. Upon completion, students should be able to recognize anatomy of the heart and vascular system and be able to perform preliminary scanning techniques.		DDF 211 Design Drafting I 2 6 0 4 Prerequisites: DFT 112 Corequisites: None Effective Term: 1997*02 This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.	
CVS 260 CVS Clinical Ed IV 0 0 24 8 Prerequisites: CVS 162 Corequisites: None Effective Term: 1997*02 This course provides continued active participation in clinical sonography. Emphasis is placed on imaging,		DDF 212 Design Drafting II 1 6 0 4 Prerequisites: DDF 211 Corequisites: None Effective Term: 1997*02 This course stresses the integration of various drafting and design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply drafting and design procedures to a design project of their choosing.	
		DDF 213 Design Drafting III 1 6 0 4 Prerequisites: DDF 212 Corequisites: None Effective Term: 1997*02 This course provides an opportunity to produce all the documentation needed to complete a project for the manufacture of a product. Topics include materials, manufacturing processes, analysis, production drawings, calculations, and specifications. Upon	

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
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completion, students should be able to research and produce all information needed to complete a project for manufacture.

DDF 214 Tool Design 2 4 0 4
Prerequisites: DDF 212 Corequisites: None
Effective Term: 1997*02

This course introduces the principles of tool design. Topics including gauging, die work, and cost analysis using available catalogs and studies using manufacturing processes. Upon completion, students should be able to use catalogs to identify vendors and prepare working drawings for tooling. This course is a unique concentration requirement of the Drafting and Design concentration in the Mechanical Engineering Technology program.

DENTAL

DEN 100 Basic Orofacial Anatomy 2 0 0 2
Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. This is a diploma-level course.

DEN 101 Preclinical Procedures 4 6 0 7
Prerequisites: None Corequisites: DEN 111
Effective Term: 1997*02

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical and dental assisting procedures. This is a diploma-level course.

DEN 102 Dental Materials 3 4 0 5
Prerequisites: None Corequisites: DEN 101
Effective Term: 1997*02

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the

dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. This is a diploma-level course.

DEN 103 Dental Sciences 2 0 0 2
Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. This is a diploma-level course.

DEN 104 Dental Health Education 2 2 0 3
Prerequisites: DEN 101 and DEN 111
Corequisites: DEN 106
Effective Term: 1997*02

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. This is a diploma-level course.

DEN 105 Practice Management 2 0 0 2
Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. This is a diploma-level course.

DEN 106 Clinical Practice I 1 0 12 5
Prerequisites: DEN 101 and DEN 111
Corequisites: DEN 102, DEN 104, and DEN 112
Effective Term: 1997*02

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
classroom theory and laboratory and clinical skills in a dental assisting. This is a diploma-level course.		drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices. <i>A portion of the class time will be devoted to computer-aided drafting.</i>	
DEN 107 Clinical Practice II 1 0 12 5		DFT 111A Technical Drafting I Lab 0 3 0 1	
Prerequisites: DEN 106 Corequisites: None		Prerequisites: None Corequisites: DFT 111	
Effective Term: 1997*02		Effective Term: 1999*03	
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures for four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. This is a diploma-level course.		This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experience that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111.	
DEN 111 Infection/Hazard Control 2 0 0 2		DFT 112 Technical Drafting II 1 3 0 2	
Prerequisites: None Corequisites: None		Prerequisites: DFT 111 Corequisites: None	
Effective Term: 1997*02		Effective Term: 1999*03	
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.		This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings. <i>A portion of the class time will be devoted to computer-aided drafting.</i>	
DEN 112 Dental Radiography 2 3 0 3		DFT 112A Technical Drafting II Lab 0 3 0 1	
Prerequisites: None		Prerequisites: None Corequisites: DFT 112	
Corequisites: DEN 100 or DEN 110 and DEN 111		Effective Term: 1999*03	
Effective Term: 1998*03		This course provides a laboratory setting to enhance advance drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112.	
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.		DFT 121 Intro to GD & T 1 2 0 2	
		Prerequisites: None Corequisites: None	
		Effective Term: 1997*02	
		This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.	
DRAFTING		DFT 151 CAD I 2 3 0 3	
DFT 111 Technical Drafting I 1 3 0 2		Prerequisites: None Corequisites: None	
Prerequisites: None		Effective Term: 1997*02	
Effective Term: 1999*03		This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.	

Course Title		Hours Per Week				Course Title		Hours Per Week			
		Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr
DFT 152	CAD II	2	3	0	3	ECM 220	Electronic Commerce Plan. & Implem.	2	2	0	3
Prerequisites: DFT 151		Corequisites: None				Prerequisites: None		Corequisites: None			
Effective Term: 1997*02						Effective Term: 2000*03					
This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.											
DFT 153	CAD III	2	3	0	3	ECM 230	Capstone Project	1	6	0	3
Prerequisites: DFT 151		Corequisites: None				Prerequisites: ECM 220		Corequisites: None			
Effective Term: 1997*02						Effective Term: 2000*03					
This course covers basic principles of three-dimensional CAD wireframe and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wireframe and surface models.											
ELECTRONIC COMMERCE											
ECM 168	Electronic Business	2	2	0	3	ECO 252*	Prin of Macroeconomics	3	0	0	3
Prerequisites: None		Corequisites: None				Prerequisites: None		Corequisites: None			
Effective Term: 2000*03						Effective Term: 1997*02					
This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of Electronic-Commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of Electronic Commerce as a foundation for developing plans leading to electronic business implementation. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.											
ECM 210	Intro to Electronic Commerce	2	2	0	3	ECONOMICS					
Prerequisites: None		Corequisites: None				ECO 252* Prin of Macroeconomics					
Effective Term: 2000*03						Prerequisites: None					
This course introduces the concepts and tools to implement Electronic Commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working Electronic Commerce Internet web site. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.											
EARLY CHILDHOOD EDUCATION											
EDU 111	Early Childhood Cred I	2	0	0	2	EDU 111 Early Childhood Cred I					
Prerequisites: None		Corequisites: None				Prerequisites: None					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces early childhood education and the role of the teacher in environments that encourage											

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.		EDU 119 Early Childhood Ed 4 0 0 4	
		Prerequisites: None	Corequisites: None
		Effective Term: 2002*03	
		This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.	
EDU 112 Early Childhood Cred II 2 0 0 2		EDU 131 Child, Family, & Commun 3 0 0 3	
Prerequisites: EDU 111	Corequisites: None	Prerequisites: EDU 119 or EDU 144	
Effective Term: 1997*02		Corequisites: None	
This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.		Effective Term: 1997*02	
		This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.	
EDU 113 Family/Early Child Cred 2 0 0 2		EDU 144 Child Development I 3 0 0 3	
Prerequisites: EDU 111	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.		This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.	
EDU 118 Teach Assoc Princ & Prac 3 0 0 3		EDU 145 Child Development II 3 0 0 3	
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 1997*02		Effective Term: 1999*03	
This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program. <i>This program of study is pending State Board Approval.</i>		This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon	

Course Title	Hours Per Week				Course Title	Hours Per Week								
	Cl	Lb	Ca	Cr		Cl	Lb	Ca	Cr					
completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.														
EDU 146 Child Guidance	3	0	0	3	EDU 153 Health, Safety, & Nutrit	3	0	0	3					
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None								
Effective Term: 1997*02					Effective Term: 1997*02									
This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.														
EDU 147 Behavior Disorders	3	0	0	3	EDU 185 Cognitive & Lang Act	3	0	0	3					
Prerequisites: None	Corequisites: None				Prerequisites: EDU 145 or permission of the program coordinator or department chair									
Effective Term: 1997*02					Corequisites: None									
This course is a comprehensive study of behavior disorders encompassing characteristics, assessments, and placement alternatives. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize appropriate behavior management applications. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program. <i>This program of study is pending State Board Approval.</i>														
EDU 151 Creative Activities	3	0	0	3	EDU 186 Reading & Writing Methods	3	0	0	3					
Prerequisites: EDU 119 or EDU 144 or permission of the program coordinator or department chair					Prerequisites: None	Corequisites: None								
Corequisites: None					Effective Term: 1997*02									
Effective Term: 1997*02					This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program. <i>This program of study is pending State Board Approval.</i>									
This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities. Students will be expected to furnish some materials required for this class.														
EDU 221 Children with Sp Needs	3	0	0	3	EDU 221 Children with Sp Needs	3	0	0	3					
Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245					Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245									
Corequisites: None					Corequisites: None									
Effective Term: 1997*02					Effective Term: 1997*02									
This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting														

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Ca	Cr		Cl	Lb	Ca	Cr
the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.					EDU 261 Early Childhood Admin I 2 0 0 2				
Prerequisites: EDU 111 or EDU 144					Prerequisites: None				
Corequisites: None					Corequisites: None				
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.					This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision. Registration for the course by successful completion of practicums or permission of the program coordinator or department chair.				
EDU 234 Infants, Toddlers, & Twos 3 0 0 3					EDU 262 Early Childhood Admin II 3 0 0 3				
Prerequisites: EDU 111 or EDU 144					Prerequisites: EDU 261				
Corequisites: None					Corequisites: None				
Effective Term: 1997*02					Effective Term: 1997*02				
This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.					This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.				
EDU 235 School-Age Dev & Program 2 0 0 2					EDU 263 Dev School-Age Prog 2 0 0 2				
Prerequisites: EDU 112 or EDU 119					Prerequisites: EDU 112 or EDU 119				
Corequisites: None					Corequisites: None				
Effective Term: 1997*02					Effective Term: 1997*02				
This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.					This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.				
EDU 252 Math & Sci Activities 3 0 0 3					EDU 275 Effective Teach Train 2 0 0 2				
Prerequisites: EDU 151 and EDU 185					Prerequisites: EDU 235				
Corequisites: None					Corequisites: None				
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.					This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.				
EDU 259 Curriculum Planning 3 0 0 3									
Prerequisites: EDU 112 or EDU 113 or EDU 119									
Corequisites: COE 131 and COE 135									

Course Title	Hours Per Week				Course Title	Hours Per Week			
		Cl	Lb	Cn			Cl	Lb	Cn

EDU 280 Literacy Experiences 3 0 0 3
 Prerequisites: **EDU 185** Corequisites: None
 Effective Term: 1997*02

This course covers literacy, early literacy development, and appropriate early experiences with books and writing. Emphasis is placed on reading and writing readiness, major approaches used in teaching literacy, and strategies for sharing quality in children's literature. Upon completion, students should be able to select, plan, and evaluate appropriate early literacy experiences.

EDU 280A Literacy Exp Lab 0 2 0 1
 Prerequisites: None
 Corequisites: **EDU 280 and COE 111**
 Effective Term: 1997*02

This course provides a laboratory component to complement EDU 280. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate early literacy experiences.

EDU 282 Early Childhood Lit 3 0 0 3
 Prerequisites: **EDU 145** Corequisites: None

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 285 Internship Exp-School Age 1 0 0 1
 Prerequisites: **ENG 111**
 Corequisites: **COE 121 or COE 122**
 Effective Term: 1997*02

This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program. *This program of study is pending State Board Approval.*

ENGLISH AS A FOREIGN LANGUAGE

EFL 091 Composition I 5 0 0 5
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course introduces basic sentence structure and writing paragraphs. Emphasis is placed on word order, verb tense-aspect system, auxiliaries, word forms, and simple organization and basic transitions in writing paragraphs. Upon completion, students should be able to demonstrate a basic understanding of grammar and ability to write English paragraphs using appropriate vocabulary, organization, and transitions.

ENGINEERING

EGR 131 Intro to Electronics Tech 1 2 0 2
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

EGR 285 Design Project 0 4 0 2
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course provides the opportunity to design and construct an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, construction, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate operational projects.

ELECTRICITY

ELC 111 Intro to Electricity 2 2 0 3
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
ELC 112 DC/AC Electricity 3 6 0 5		diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.	
Prerequisites: None Corequisites: None		ELC 118 National Electrical Code 1 2 0 2	
Effective Term: 1997*02		Prerequisites: ELC 113 Corequisites: None	
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.		Effective Term: 1997*02	
ELC 113 Basic Wiring I 2 6 0 4		This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.	
Prerequisites: None Corequisites: None		ELC 131 DC/AC Circuit Analysis 4 3 0 5	
Effective Term: 1997*02		Prerequisites: None Corequisites: MAT 121	
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.		Effective Term: 1997*02	
ELC 114 Basic Wiring II 2 6 0 4		This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.	
Prerequisites: ELC 113 Corequisites: None		ELC 131A DC/AC Circuit Analysis Lab 0 3 0 1	
Effective Term: 1997*02		Prerequisites: None Corequisites: ELC 131	
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.		Effective Term: 2002*01	
ELC 115 Industrial Wiring 2 6 0 4		This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, students should have gained hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.	
Prerequisites: None Corequisites: None		ELC 140 Fund of DC/AC Circuit 5 6 0 7	
Effective Term: 2002*03		Prerequisites: None Corequisites: None	
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.		Effective Term: 1997*02	
ELC 117 Motors and Controls 2 6 0 4		This course covers the principles of DC/AC circuit analysis as applied to electronics. Topics include atomic theory, circuit analysis, components, test equipment, troubleshooting techniques, schematics, diagrams, and other related topics. Upon completion, students should be able to interpret, construct, verify, analyze, and troubleshoot DC/AC circuits in a safe manner.	
Prerequisites: ELC 111 or ELC 112 or ELC 131			
Corequisites: None			
Effective Term: 1998*03			
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder			

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
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ELECTRONICS

ELN 112 Diesel Electronics System 2 6 0 4

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces electronic theory and applications as used in medium and heavy duty vehicles. Emphasis is placed on the basic function and operation of semiconductor and integrated circuits. Upon completion, students should be able to identify electronic components, explain their use and function, and use meters and flow charts to diagnose and repair systems.

ELN 131 Electronic Devices 3 3 0 4

Prerequisites: None

Corequisites: ELC 112 or ELC 131 or ELC 140

Effective Term: 1998*03

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications 3 3 0 4

Prerequisites: ELN 131 or BMT 113

Corequisites: None

Effective Term: 1997*02

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics 3 3 0 4

Prerequisites: ELC 112 or ELC 131 or ELC 140

Corequisites: None

Effective Term: 1998*03

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 140 Semiconductor Devices 4 6 0 6

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course covers semiconductor devices and circuits as they apply to the area of electronic servicing. Topics include semiconductor theory, diodes, transistors, linear integrated circuits, biasing, amplifiers, power supplies, and other related topics. Upon completion, students should be able to construct, verify, analyze, and troubleshoot semiconductor circuits.

ELN 141 Digital Fundamentals 4 6 0 6

Prerequisites: ELN 140

Corequisites: None

Effective Term: 1997*02

This course covers combinational and sequential logic circuits. Topics include number systems, logic elements, Boolean algebra, Demorgan's theorem, logic families, flip flops, registers, counters, and other related topics. Upon completion, students should be able to analyze, verify, and troubleshoot digital circuits.

ELN 142 Video Systems 7 9 0 10

Prerequisites: ELN 140

Corequisites: None

Effective Term: 1997*02

This course provides a detailed study of the operation and repair of television, VCR, and other video systems. Topics include the operation, alignment, and repair of video systems. Upon completion, students should be able to troubleshoot, maintain, and repair video systems.

ELN 229 Industrial Electronics 2 4 0 4

Prerequisites: ELC 112 or ELC 131 or ELC 140

Corequisites: None

Effective Term: 1997*02

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ELN 231 Industrial Controls 2 3 0 3

Prerequisites: ELC 112 or ELC 131 or ELC 140

Corequisites: None

Effective Term: 1997*02

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion,

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.		and optimization, communication protocols and packet formats, troubleshooting techniques, multi-platform integration, and other related topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance.	
ELN 232 Intro to Microprocessors 3 3 0 4		ELN 241 Consumer Electronics 4 6 0 6	
Prerequisites: ELN 133 Corequisites: None		Prerequisites: ELC 140 Corequisites: ELN 140	
Effective Term: 1997*02		Effective Term: 1997*02	
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.		This course covers the installation, maintenance, troubleshooting, and repair of consumer electronic products. Topics include the theory, operation, and maintenance of audio systems and personal communications equipment. Upon completion, students should be able to maintain, troubleshoot, and repair consumer electronic products.	
ELN 233 Microprocessor Systems 3 3 0 4		ELN 243 Communication Electronics 2 3 0 3	
Prerequisites: ELN 232 Corequisites: None		Prerequisites: ELC 140 Corequisites: ELN 140	
Effective Term: 1997*02		Effective Term: 1997*02	
This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.		This course covers the installation, maintenance, troubleshooting, and repair of electronic communications equipment. Topics include the theory, operation, and maintenance of electronic communications equipment. Upon completion, students should be able to maintain, troubleshoot, and repair electronic communications equipment.	
ELN 237 Local Area Networks 2 3 0 3		ELN 260 Prog Logic Controllers 3 3 0 4	
Prerequisites: CIS 110 or CIS 111 or CET 111 or ELC 127		Prerequisites: ELN 229 Corequisites: None	
Corequisites: None		Effective Term: 1997*02	
Effective Term: 2002*03		This course provides a detailed study of PCL applications, with a focus on design of industrial control circuits using the PLC. Topics include PLC components, memory organization, math instructions, programming documentation, input/output devices, and applying PLCs in the design of industrial control systems. Upon completion, students should be able to design and program a PLC system to perform a wide variety of industrial control functions. <i>This course is limited to students currently admitted to the Electronics Engineering Technology or Electronics Engineering Technology programs.</i>	
This course introduces the fundamentals of local area networks and their operation in business and computer environments. Topics include the characteristics of network topologies, system hardware (repeaters, bridges, routers, gateways), system configuration, and installation and administration of the LAN. Upon completion, students should be able to install, maintain, and manage a local area network. <i>This course is limited to students currently admitted to the Computer Engineering Technology or Electronics Engineering Technology programs.</i>		EMS 110 EMT-Basic 5 6 0 7	
ELN 238 Advanced LANs 2 3 0 3		Prerequisites: None Corequisites: None	
Prerequisites: ELN 237 Corequisites: None		Effective Term: 2002*03	
Effective Term: 1997*02		This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and	
This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance			

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.		surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.	
EMS 120 Intermediate Interventions 2 3 0 3		EMS 140 Rescue Scene Management 1 3 0 2	
Prerequisites: EMS 110		Prerequisites: None	Corequisites: None
Corequisites: EMS 121 or EMS 122 and EMS 130, and EMS 131		Effective Term: 2002*03	
Effective Term: 2002*03		This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.	
This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases.		EMS 150 Emerg Vehicles & EMS Comm 1 3 0 2	
EMS 121 EMS Clinical Practicum I 0 0 6 2		Prerequisites: None	Corequisites: None
Prerequisites: EMS 110		Effective Term: 1998*03	
Corequisites: EMS 120, EMS 130, and EMS 131		This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.	
Effective Term: 2002*03		EMS 210 Adv. Patient Assessment 1 3 0 2	
This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.		Prerequisites: EMS 120, EMS 121, EMS 122, EMS 130 or EMS 131	
EMS 130 Pharmacology I for EMS 1 3 0 2		Corequisites: None	
Prerequisites: EMS 110		Effective Term: 2000*03	
Corequisites: EMS 120 and EMS 131		This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.	
Effective Term: 2000*03		EMS 220 Cardiology 2 6 0 4	
This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.		Prerequisites: EMS 120, EMS 130, and EMS 131	
EMS 131 Adv Airway Management 1 2 0 2		Corequisites: None	
Prerequisites: EMS 110		Effective Term: 2000*03	
Corequisites: EMS 120 and EMS 130		This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology,	
Effective Term: 1997*02			
This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts,			

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.		EMS 242 EMS Hospital Clinical IV 0 0 6 2	
		Prerequisites: EMS 232 and COE 131 or EMS 231	
		Corequisites: COE 211	
		Effective Term: 1997*02	
		This course is a continuation of the hospital clinical required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.	
EMS 222 EMS Hospital Clinical II 0 0 6 2		EMS 250 Advanced Medical Emergencies 2 3 0 3	
Prerequisites: EMS 121, or EMS 122 and COE 111		Prerequisites: EMS 120, EMS 121, EMS 130, and EMS 131 or EMS 122	
Corequisites: COE 121		Corequisites: None	
Effective Term: 1997*02		Effective Term: 2000*03	
This course is a continuation of the hospital clinical required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.		This course provides in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.	
EMS 232 EMS Hospital Clinical III 0 0 6 2		EMS 260 Advanced Trauma Emergencies 1 3 0 2	
Prerequisites: EMS 221, or EMS 222 and COE 121		Prerequisites: EMS 120, EMS 121, EMS 130, and EMS 131 or EMS 122	
Corequisites: COE 131		Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course is a continuation of the hospital clinical required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.		This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLs or PHTLS courses.	
EMS 235 EMS Management 2 0 0 2		EMS 270 Life Span Emergencies 2 2 0 3	
Prerequisites: None	Corequisites: None	Prerequisites: EMS 120, EMS 130, and EMS 131	
Effective Term: 1998*03		Corequisites: None	
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.		Effective Term: 1997*02	
		This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.	
EMS 240 Special Needs Patients 1 2 0 2			
Prerequisites: EMS 120, EMS 121 or EMS 122, EMS 130, and EMS 131			
Corequisites: None			
Effective Term: 2002*03			

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level.		choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate sentences that clearly express ideas. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.	
EMS 280 EMS Bridging Course 2 2 0 3		ENG 080 Writing Foundations 3 2 0 4	
Prerequisites: None Corequisites: None		Prerequisites: ENG 070 or ENG 075	
Effective Term: 1998*03		Corequisites: None	
This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program.		Effective Term: 1997*02	
Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients.		This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.	
EMS 285 EMS Capstone 1 3 0 2		ENG 090 Composition Strategies 3 0 0 3	
Prerequisites: EMS 220, EMS 250, and EMS 260		Prerequisites: ENG 080 or ENG 085	
Corequisites: None		Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.		This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.	
ENGLISH		ENG 090A Comp Strategies Lab 0 2 0 1	
ENG 060 Speaking English Well 2 0 0 2		Prerequisites: ENG 080 or ENG 085	
Prerequisites: None Corequisites: None		Corequisites: ENG 090	
Effective Term: 2000*03		Effective Term: 1997*02	
This course is designed to improve oral communication skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to speak appropriately in a variety of situations. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.		This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.	
ENG 070 Basic Language Skills 2 2 0 3		ENG 101 Applied Communications I 3 0 0 3	
Prerequisites: None Corequisites: None		Prerequisites: None	
Effective Term: 2000*03		Corequisites: None	
This course introduces the fundamentals of standard written English. Emphasis is placed on effective word		Effective Term: 1997*02	
		This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.	

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
ENG 111* Expository Writing	3	0	0	3	Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.				
Prerequisites: ENG 090 and RED 090 or ENG 095									
or acceptable test scores									
Corequisites: None									
Effective Term: 1997*02									
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. The course will include a unit introducing the research process.					ENG 125* Creative Writing I	3	0	0	3
					Prerequisites: ENG 111				Corequisites: None
					Effective Term: 2001*03				
					This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
ENG 112* Argument-Based Research	3	0	0	3	ENG 126* Creative Writing II	3	0	0	3
Prerequisites: ENG 111					Prerequisites: ENG 125				Corequisites: None
Corequisites: None					Effective Term: 1997*02				
Effective Term: 1997*02					This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.					ENG 231* American Literature I	3	0	0	3
					Prerequisites: ENG 112, ENG 113, or ENG 114				
					Corequisites: None				
					Effective Term: 1997*02				
ENG 114* Prof Research & Reporting	3	0	0	3	This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
Prerequisites: ENG 111									
Corequisites: None					ENG 232* American Literature II	3	0	0	3
Effective Term: 1997*02					Prerequisites: ENG 112, ENG 113, or ENG 114				
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.					Corequisites: None				
					Effective Term: 1997*02				
ENG 115 Oral Communication	3	0	0	3	This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon				
Prerequisites: None									
Corequisites: None									
Effective Term: 1997*02									

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.		ENG 273* African-American Literature	3 0 0 3
		Prerequisites: ENG 112, ENG 113, or ENG 114	
		Corequisites: None	
		Effective Term: 1997*02	
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.			
ENG 241* British Literature I	3 0 0 3		
Prerequisites: ENG 112, ENG 113, or ENG 114			
Corequisites: None			
Effective Term: 1997*02			
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			
ENG 242* British Literature II	3 0 0 3		
Prerequisites: ENG 112, ENG 113, or ENG 114			
Corequisites: None			
Effective Term: 1997*02			
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			
ENG 262* World Literature II	3 0 0 3		
Prerequisites: ENG 112, ENG 113, or ENG 114			
Corequisites: None			
Effective Term: 1997*02			
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			
		FIRE PROTECTION	
		FIP 120 Intro to Fire Protection	2 0 0 2
		Prerequisites: None	Corequisites: None
		Effective Term: 1997*02	
		This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.	
		FIP 124 Fire Prevention & Public Ed	3 0 0 3
		Prerequisites: None	Corequisites: None
		Effective Term: 2002*03	
		This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group, meeting NFPA 1021.	
		FIP 128 Detection & Investigation	3 0 0 3
		Prerequisites: None	Corequisites: None
		Effective Term: 2002*03	
		This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021.	

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
FIP 132 Building Construction	3	0	0	3	FIP 148 Fixed & Port Exting Sys	2	2	0	3
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 2002*03					Effective Term: 1997*02				
<p>This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction as related to fire conditions, meeting NFPA 1021.</p>					<p>This course provides a study of various types of fixed and portable extinguishing systems, their operation, installation, and maintenance. Topics include applications, testing, and maintenance of Halon, carbon dioxide, dry chemical, and special extinguishing agents in fixed and portable systems. Upon completion, students should be able to identify various types of fixed and portable systems, including their proper application and maintenance.</p>				
FIP 136 Inspections & Codes	3	0	0	3	FIP 152 Fire Protection Law	2	0	0	2
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 2002*03					Effective Term: 1997*02				
<p>This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report, meeting NFPA 1021.</p>					<p>This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.</p>				
FIP 140 Industrial Fire Protect	2	0	0	2	FIP 160 Fire Protection/Elec	2	0	0	2
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 2002*03					Effective Term: 1997*02				
<p>This course covers fire protection systems in industrial facilities. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to prepare a procedure to plan, organize, and evaluate an industrial facility's fire protection, meeting NFPA 1021.</p>					<p>This course covers the methods and means of electrical installations and uses as related to fire. Topics include basic electrical theories, wiring methods, electrical components and circuitry, and an introduction to the National Electrical Code. Upon completion, students should be able to demonstrate a basic knowledge of electricity, including its uses, characteristics, and hazards.</p>				
FIP 144 Sprinklers & Auto Alarms	2	2	0	3	FIP 160A Fire Protection/Elec Lab	0	2	0	1
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: FIP 160			
Effective Term: 1997*02					Effective Term: 1997*02				
<p>This course introduces various types of automatic sprinklers, standpipes, and fire alarm systems. Topics include wet or dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, and other related topics. Upon completion, students should be able to demonstrate a working knowledge of various sprinkler and alarm systems and required inspection and maintenance.</p>					<p>This course provides practical applications to support FIP 160. Topics include switching devices, basic circuits, electrical distribution, and other related topics. Upon completion, students should be able to demonstrate knowledge of basic electrical equipment and hazards as related to fire protection.</p>				
FIP 164 OSHA Standards	2	0	0	2					
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
<p>This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operation, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.</p>									

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
FIP 176 HazMat: Operations 4 0 0 4		emergencies. Topics include advanced ICS, advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.	
Prerequisites: None	Corequisites: None		
Effective Term: 1997*02			
This course is designed to increase first responder awareness of the type, nature, physiological effects of, and defensive techniques for mitigation of HazMat incidents. Topics include recognition, identification, regulations and standards, zoning, resource usage, defensive operations, and other related topics. Upon completion, students should be able to recognize and identify the presence of hazardous materials and use proper defensive techniques for incident mitigation.			
FIP 180 Wildland Fire Behavior 3 0 0 3		FIP 224 Instructional Methodology 4 0 0 4	
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 2000*03		Effective Term: 2002*03	
This course covers the principles of wildland fire behavior and meteorology. Emphasis is placed on fire calculations, fuels, and related weather effects. Upon completion, students should be able to demonstrate and apply fire behavior theories through written and performance evaluations.		This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet all requirements of NFPA 1041 and NFPA 1021.	
FIP 188 Intro to Wildland Fires 3 2 0 4		FIP 228 Local Govt Finance 2 0 0 2	
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course introduces basic wildland fire suppression functions. Emphasis is placed on the operation of tools, equipment, aircraft, and basic fire suppression methods. Upon completion, students should be able to understand theories in wildland fire suppression and demonstrate them through written and performance evaluations.		This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of the department.	
FIP 220 Fire Fighting Strategies 3 0 0 3		FIP 230 Chem of Hazardous Mat I 5 0 0 5	
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 2002*03		Effective Term: 1997*02	
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system related to operations involving various emergencies in fire/non-fire situations, meeting NFPA 1021.		This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.	
FIP 221 Adv Fire Fighting Strat 3 0 0 3		FIP 231 Chem of Hazardous Mat II 4 2 0 5	
Prerequisites: FIP 220	Corequisites: None	Prerequisites: FIP 230	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course covers command-level operations for multi-company/agency operations involving fire and non-fire		This course covers hazardous materials characterization, properties, location, handling and response guidelines, hazard survey principles, and other related topics. Topics include radiation hazards, instruments, inspections, and detection of the presence of hazardous materials in industrial/commercial occupancies. Upon completion, students should be able to inspect chemical/radioactive sites and use on-site visits to	

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
gasoline and/or LPG storage facilities/chemical plants to develop a pre-plan.					FIP 256 Munic Public Relations	2	0	0	2
FIP 232 Hydraulics & Water Dist	2	2	0	3	Prerequisites: None				Corequisites: None
Prerequisites: MAT 115					Effective Term: 2002*03				
Corequisites: None					This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage the public relations functions of a fire service organization, meeting NFPA 1021.				
Effective Term: 1997*02					FIP 264 Flame Prop & Mat Rating	1	4	0	3
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulics calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.					Prerequisites: None				Corequisites: None
FIP 236 Emergency Management	2	0	0	2	Effective Term: 1997*02				
Prerequisites: None					This course covers the role of interior finishes in fires, smoke obscuration and density, flame spread, pyrolysis, and other related topics. Emphasis is placed on testing equipment which includes Rack Impingement, Bench Furnace, and the two-foot tunnel. Upon completion, students should be able to understand the operation of the testing equipment and compile a reference notebook.				
Corequisites: None					FIP 276 Managing Fire Services	3	0	0	3
Effective Term: 1997*02					Prerequisites: None				Corequisites: None
This course covers the four phases of emergency management, mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.					Effective Term: 2002*03				
FIP 240 Fire Service Supervision	2	0	0	2	This course provides an overview of fire department operative services. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles, meeting NFPA 1021.				
Prerequisites: None					FRENCH				
Corequisites: None					FRE 111* Elementary French I	3	0	0	3
Effective Term: 2002*03					Prerequisites: None				Corequisites: None
This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and loss control. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor, meeting NFPA 1021.					Effective Term: 1997*02				
FIP 244 Fire Protection Project	3	0	0	3	This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on this development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
Prerequisites: None									
Corequisites: None									
Effective Term: 1998*03									
This course provides an opportunity to apply knowledge covered in previous courses to employment situations that the fire protection professional will encounter. Emphasis is placed on the development of comprehensive and professional practices. Upon completion, students should be able to demonstrate knowledge of the fire protection service through written and performance evaluations.									

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
FRE 112* Elementary French II	3	0	0	3	FVP 114 Camera & Lighting I	2	3	0	3
Prerequisites: FRE 111	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1999*03				
<p>This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</p>					<p>This course covers the basic principles of video camera and recorder operations in professional formats, crew protocol and safety, and basic lighting theory and application. Emphasis is placed on terminology, the characteristics of light, basic lighting procedures, and proper procedures of field recording with video equipment. Upon completion, students should be able to demonstrate an understanding of the basic technical terms of camera operation, video recording and lighting equipment.</p>				
FILM AND VIDEO					FVP 115 Camera & Lighting II	2	3	0	3
FVP 111 Intro. to Film & Video	2	3	0	3	Prerequisites: FVP 114	Corequisites: None			
Prerequisites: None	Corequisites: None				Effective Term: 1999*03				
Effective Term: 1999*03					<p>This course offers advanced principles of video camera and recorder operations and introduces students to film formats and equipment as well as advanced lighting theory applications. Emphasis is placed on terminology, lighting for effect, and color correction. Upon completion, students should be able to demonstrate an understanding of camera terms and equipment, lighting theory and applications, and assist on studio and location shoots.</p>				
<p>This course is an overview of the film making process from conceptualization to execution and examines film genres in the context of history, theory, creativity, and commerce. Topics include the history of film and video in the US, technical terminology, relationships between various job categories, and the language of film. Upon completion, student should be able to demonstrate a film vocabulary and knowledge of working conditions in the film/video production field.</p>					FVP 116 Sound Operations	2	3	0	3
FVP 112 Art Dept Operations I	1	4	0	3	Prerequisites: None	Corequisites: None			
Prerequisites: None	Corequisites: None				Effective Term: 1999*03				
Effective Term: 1999*03					<p>This course provides an overview of sound theory, methods, and technologies for location and studio recording, and hands-on work in location sound gathering. Emphasis is placed on terminology, protocol, cabling, trouble-shooting, mixing skills and safety aspects associated with hands-on work in sound gathering. Upon completion, students should be able to demonstrate an understanding of sound theory and terminology and assist professionals in sound gathering in both film and audio production.</p>				
<p>This course introduces practical fabrication skills for wood and other materials required to build both props and sets from blueprints, photographs, or sketches. Emphasis is placed on the safe use of hand and power tools, and the skills required for collaborative efforts in set and prop construction. Upon completion, students should be able to demonstrate a working knowledge of the equipment and skills necessary to assist in construction sets and props.</p>					FVP 117** Make-up & Wardrobe	2	3	0	3
FVP 113 Grip and Electrical I	1	4	0	3	Prerequisites: None	Corequisites: None			
Prerequisites: None	Corequisites: None				Effective Term: 1999*03				
Effective Term: 1999*03					<p>This course covers talent presentation for camera including period and genre make-up styles, materials and methods of fabrication. Emphasis is placed on understanding the wardrobe department, make-up application, prosthetics and special effects make-up with emphasis on safety, hygiene, durability and continuity. Upon completion, students should understand the functions of the wardrobe department and demonstrate competence in the use of various make-up applications.</p>				
<p>This course covers various grip/support packages used in different environments for studio and location. Topics include lighting units, hardware, stands, color media, and electrical theory with emphasis on safety. Upon completion, students should be able to execute basic grip and electrical directions given by the key grip, and/or gaffer.</p>									

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
FVP 118** AV for Institutions	2 3 0 3	demonstrate professional skills needed to pursue careers in the film and video industry.	
Prerequisites: None	Corequisites: None		
Effective Term: 1999*03			
This course covers educational and business applications of video, audio, and computers and the operation of various telecommunications equipment. Emphasis is placed on safe operation and handling of different audio and video communication systems and correct design of systems and space. Upon completion, students should be able to set up, operate, and troubleshoot telecommunications systems in various institutional environments.			
FVP 130** Grip and Electrical II	1 4 0 3	FVP 213** Production Techniques II	1 12 0 5
Prerequisites: FVP 113	Corequisites: None	Prerequisites: FVP 212	Corequisites: None
Effective Term: 1999*03		Effective Term: 1999*03	
This course provides a more in depth coverage of grip/support packages used in studio work and on location. Topics include advanced coverage of lighting, color media, and camera dollies, rigging, and electrical distribution with emphasis on safety issues. Upon completion, students should be able to execute grip and electrical directions given by the key grip, gaffer, cinematographer and/or director of photography.		This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in key positions in the film and video industry.	
FVP 211** Continuity and Locations	2 3 0 3	FVP 215** Production Management	2 3 0 3
Prerequisites: FVP 111, FVP 115, FVP 116, and FVP 120		Prerequisites: None	Corequisites: FVP 238
Corequisites: None		Effective Term: 1999*03	
Effective Term: 1999*03		This course emphasizes the activity of script breakdown in pre-production as well as the activities of the production office in both the production and post-production stages. Emphasis is placed on procedures, use of industry standard forms and software, as well as the functions and practices of the production office. Upon completion, students should be able to demonstrate the people and technical skills necessary to assist above-the-line professionals in all types of film and video production.	
This course introduces students to camera and script continuity as well as the necessary skills and technical vocabulary associated with location scouting. Emphasis is placed on the technical terms, protocol, and industry-standard forms, note taking, as well as still photography, location contracts and forms. Upon completion, students should be able to assist above-the-line industry personnel prior to and during production as well as assist in all aspects of selecting and securing suitable shooting sites.		FVP 220** Editing I	2 3 0 3
FVP 212** Production Techniques I	1 12 0 5	Prerequisites: CIS 110, FVP 111, FVP 115, and FVP 116	
Prerequisites: FVP 111, FVP 115, FVP 116, and FVP 120		Corequisites: None	
Corequisites: None		Effective Term: 1999*03	
Effective Term: 1999*03		This course covers film and video editing from traditional methods to digital non-linear systems and basic film lab and transfer facility procedures. Topics include terminology, technologies, aesthetics, basic picture-only editing skills; and the editor's role augmented by hands-on experience. Upon completion, students should be able to use editing equipment and basic digitizing, logging, and picture only editing skills.	
This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to		FVP 221** Editing II	2 3 0 3
		Prerequisites: FVP 220	Corequisites: None
		Effective Term: 1999*03	
		This course covers editing in the digital environment, starting from the camera negative through the transfer, the non-linear digital edit and going back to negative matching. Topics include terminology, technologies, aesthetics, advanced sound and picture editing skills,	

Course Title	Hours Per Week				
		Cl	Lb	Cn	Gr

and the editor's role augmented by hands-on experience. Upon completion, students should be able to demonstrate proficiency in using editing equipment and sound and picture editing skills.

FVP 227** Multimedia Production	2	3	0	3
Prerequisites: None	Corequisites: None			
Effective Term: 1997*02				

This course covers technical terms used in the multimedia industry and introduces skills related to digital manipulation of audio and video materials. Emphasis is placed on technical terms used in multimedia work and integration of sound, video, graphics, and text into a single production. Upon completion, students should be able to define technical terms in multimedia work and work with a variety of computer hardware and software.

FVP 238** Software Apps for FVP	2	3	0	3
Prerequisites: None	Corequisites: None			
Effective Term: 1999*03				

This course introduces the use of industry standard computer software unique to the motion picture industry using personal computers. Emphasis is placed on hands-on work with budgeting and scheduling software and in facilitating the relationship between the technical crew and the script. Upon completion, students should be able to assist with script breakdown for budgeting and scheduling and work with that information in computer-based formats.

GRAPHIC ARTS

GRA 110	Graphic Arts Orientation	2 0 0 2
Prerequisites: None		Corequisites: None
Effective Term: 1997*02		

This course covers the history, development, and commercial applications of the major printing processes. Topics include offset lithography, screen printing, intaglio, relief printing, and emerging technologies. Upon completion, students should be able to demonstrate an understanding of the major characteristics, advantages, and disadvantages of each process.

GRA 112	Graphics Problem Solving	2	0	0	2
Prerequisites: None		Corequisites: None			
Effective Term: 1997*02					

This course covers computations used in graphic arts production. Topics include measurement systems, ratios and scaling, and paper-cutting calculations. Upon completion, students should be able to apply mathematical skills to problem solving in graphic arts and imaging production.

Course Title	Hours Per Week				
		Cl	Lb	Cn	Gr

GRA 121	Graphic Arts I	2	4	0	4
Prerequisites: None		Corequisites: None			
Effective Term: 1997*02					

This course introduces terminology, tools and materials, procedures, and equipment used in graphic arts production. Topics include copy preparation and pre-press production relative to printing. Upon completion, students should be able to demonstrate an understanding of graphic arts production.

GRA 130	Print Career Exploration	1	0	0	1
Prerequisites: None		Corequisites: None			
Effective Term: 1997*02					

This course introduces employment opportunities and requirements in the graphic arts and imaging technology fields. Topics include career choices, operations, graphic arts businesses, and related business issues. Upon completion, students should be able to demonstrate an understanding of the graphic arts field and consider an appropriate career specialization.

GRA 151	Computer Graphics I	1	3	0	2
Prerequisites: None		Corequisites: None			
Effective Term: 1997*02					

This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool. *This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.*

GRA 152	Computer Graphics II	1	3	0	2
Prerequisites: GRA 151		Corequisites: None			
Effective Term: 1997*02					

This course covers advanced design and layout concepts utilizing illustration, page layout, and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions. *This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.*

GRA 153	Computer Graphics III	1	3	0	2
Prerequisites: GRA 152		Corequisites: None			
Effective Term: 1997*02					

This course is a continuation of GRA 152. Emphasis is placed on advanced computer graphics hardware and

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
software applications. Upon completion, students should be able to demonstrate competence in selection and utilization of appropriate software for specialized applications. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>		Upon completion, students should be able to effectively use the computer as a graphic arts production tool. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>	
GRA 154 Computer Graphics IV 1 3 0 2		GRA 164 Computer Graphics Apps IV 0 3 0 1	
Prerequisites: GRA 153 Corequisites: None		Prerequisites: None Corequisites: GRA 154	
Effective Term: 1997*02		Effective Term: 1997*02	
This course is a continuation of GRA 153. Emphasis is placed on advanced techniques using a variety of hardware and software applications to produce complex projects. Upon completion, students should be able to use electronic document production tools. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>		This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce professional quality graphic arts projects. Upon completion, students should be able to effectively use the computer as a graphic arts production tool. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>	
GRA 161 Computer Graphics Apps I 0 3 0 1		GRA 221 Graphic Arts II 2 4 0 4	
Prerequisites: None Corequisites: GRA 151		Prerequisites: GRA 121 and GRA 151	
Effective Term: 1997*02		Corequisites: None	
This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce simple graphic arts projects. Upon completion, students should be able to use the computer as a graphic arts production tool. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>		Effective Term: 1997*02	
GRA 162 Computer Graphics Apps II 0 3 0 1		This course is a continuation of GRA 121. Topics include multi-color image preparation, pre-press production, control of close/hairline register in image assembly and press operation, and post-press procedures. Upon completion, students should be able to demonstrate competence in all phases of graphic arts production. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>	
Prerequisites: None Corequisites: GRA 152			
Effective Term: 1997*02		GRA 222 Graphic Arts III 2 4 0 4	
This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce intermediate graphic arts projects. Upon completion, students should be able to effectively use the computer as a graphic arts production tool. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>		Prerequisites: GRA 221 and GRA 152	
GRA 163 Computer Graphics Apps III 0 3 0 1		Corequisites: None	
Prerequisites: None Corequisites: GRA 153		Effective Term: 1997*02	
Effective Term: 1997*02		This course is a continuation of GRA 221. Topics include advanced electronic pre-press, press operation, and post-press procedures. Upon completion, students should be able to demonstrate competence in all phases of advanced graphic arts production. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>	
This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce advanced graphic arts projects.		GRA 255 Image Manipulation I 1 3 0 2	
		Prerequisites: GRA 151 or GRD 151	
		Corequisites: None	
		Effective Term: 1997*02	
		This course covers applications associated with electronic image manipulation, including color correction, color separation, special effects, and image	

Course Title	Hours Per Week	Course Title	Hours Per Week
	Cl Lb Ca Cr		Cl Lb Ca Cr

conversion. Topics include image-capturing hardware, image-processing software, and output options. Upon completion, students should be able to utilize hardware and software to acquire, manipulate, and output images to satisfy design and production. *This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.*

GRA 256 Image Manipulation II 1 3 0 2
 Prerequisites: GRA 255 Corequisites: None
 Effective Term: 1997*02

This course covers electronic color separation and its relationship to multi-color printing. Topics include color theory, separation, color matching, proofing, and output of process and spot color images. Upon completion, students should be able to use hardware and image processing software to produce color separations and proofs for various printing processes. *This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.*

GRA 257 Image Manipulation III 1 3 0 2
 Prerequisites: GRA 153 and GRA 256
 Corequisites: None
 Effective Term: 1997*02

This course is a continuation of GRA 256. Emphasis is placed on producing quality color separations through image manipulation, gray component replacement/ undercolor removal, dot-gain compensation, and color correction. Upon completion, students should be able to use hardware and software to produce color separations that have been adjusted to meet tolerance of printing production equipment. *This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.*

GRAPHIC DESIGN

GRD 141 Graphic Design I 2 4 0 4
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

HEAVY EQUIPMENT

HET 110 Diesel Engines 3 9 0 6
 Prerequisites: None Corequisites: None
 Effective Term: 1999*03

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

HET 112 Diesel Electrical Systems 3 6 0 5
 Prerequisites: None Corequisites: None
 Effective Term: 1999*03

This course introduces electrical theory and applications as they relate to diesel powered equipment. Topics include lighting, accessories, safety, starting, charging, instrumentation, and gauges. Upon completion, students should be able to follow schematics to identify, repair, and test electrical circuits and components.

HET 114 Power Trains 3 6 0 5
 Prerequisites: None Corequisites: None
 Effective Term: 1999*03

This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.

HET 116 Air Cond./Diesel Equip. 1 2 0 2
 Prerequisites: None Corequisites: None
 Effective Term: 1999*03

This course provides a study of the design, theory, and operation of heating and air conditioning systems in newer models of medium and heavy duty vehicles. Topics include component function, refrigerant recovery, and environmental regulations. Upon completion, students should be able to use proper techniques and equipment to diagnose and repair heating/air conditioning systems according to industry standards.

HET 119 Mechanical Transmissions 2 2 0 3
 Prerequisites: None Corequisites: None
 Effective Term: 1999*03

This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs,

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
sliding idler clutches, and friction clutches. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions.		HIS 112* World Civilizations II	3 0 0 3
		Prerequisites: None	Corequisites: None
		Effective Term: 1997*02	
HET 125 Preventive Maintenance	1 3 0 2	This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavior sciences.	
Prerequisites: None	Corequisites: None		
Effective Term: 1999*03			
This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and road ability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.		HIS 121* Western Civilization I	3 0 0 3
		Prerequisites: None	Corequisites: None
		Effective Term: 1997*02	
HET 230 Air Brakes	1 2 0 2	This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavior sciences.	
Prerequisites: None	Corequisites: None		
Effective Term: 1999*03			
This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors, and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair, and reassemble air brake systems.		HIS 122* Western Civilization II	3 0 0 3
		Prerequisites: None	Corequisites: None
		Effective Term: 1997*02	
HET 233 Suspension and Steering	2 4 0 4	This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavior sciences.	
Prerequisites: None	Corequisites: None		
Effective Term: 1999*03			
This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.		HIS 131* American History I	3 0 0 3
		Prerequisites: None	Corequisites: None
		Effective Term: 1997*02	
HISTORY		This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavior sciences.	
HIS 111* World Civilizations I	3 0 0 3		
Prerequisites: None	Corequisites: None		
Effective Term: 1997*02			
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavior sciences.			

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
Articulation Agreement general education core requirement in social/behavior sciences.									
HIS 132* American History II	3	0	0	3					
Prerequisites: None					Corequisites: None				
Effective Term: 1997*02									
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavior sciences.									
HIS 141* Genealogy & Local History	3	0	0	3					
Prerequisites: None					Corequisites: None				
Effective Term: 1997*02									
This course explores the role of the local or family historian. Emphasis is placed on historical or genealogical research techniques including a survey of local, state, and national archival resources. Upon completion, students should be able to conduct genealogical research and do a major research project on local or family history. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
HIS 151* Hispanic Civilization	3	0	0	3					
Prerequisites: None					Corequisites: None				
Effective Term: 1997*02									
This course surveys the cultural history of Spain and its impact on the New World. Topics include Spanish and Latin American culture, literature, religion, and the arts. Upon completion, students should be able to analyze the cultural history of Spain and Latin America. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
HIS 221* African-American History	3	0	0	3					
Prerequisites: None					Corequisites: None				
Effective Term: 1997*02									
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political,									
socioeconomic, and cultural developments in the history of African Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
HORTICULTURE									
HOR 110 Intro to Landscaping	1	2	0						
Prerequisites: None					Corequisites: None				
Effective Term: 1997*02									
This course introduces the basic skills and concepts of drafting and surveying necessary to complete landscape site analysis and topographical drawings. Emphasis is placed on proper use of drafting and survey equipment. Upon completion, students should be able to draw a site analysis drawing with topographical lines.									
HOR 112 Landscape Design I	2	3	0	3					
Prerequisites: HOR 110 and HOR 160					Corequisites: None				
Effective Term: 1997*02									
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.									
HOR 114 Landscape Construction	2	2	0	3					
Prerequisites: HOR 110					Corequisites: HOR 150				
Effective Term: 1997*02									
This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.									
HOR 116 Landscape Management	2	2	0	3					
Prerequisites: HOR 150					Corequisites: None				
Effective Term: 1997*02									
This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.									

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
HOR 118 Equipment Op & Maint 1 3 0 2		greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings.	
Prerequisites: None Corequisites: None		HOR 154 Intro to Hort Therapy 2 4 0 4	
Effective Term: 1997*02		Prerequisites: HOR 150 and HOR 168	
This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment.		Corequisites: None	
HOR 124 Nursery Operations 2 3 0 3		Effective Term: 1997*02	
Prerequisites: HOR 150 Corequisites: None		This course introduces the concept of horticulture therapy and how it can be applied to improve human well-being. Emphasis is placed on developing a horticulture therapy program, planning activities, and adjusting activities based on the age, disability, or need of the individual. Upon completion, students should be able to develop project ideas, write lesson plans, and lead informal classes using horticulture therapy techniques.	
Effective Term: 1997*02		HOR 160 Plant Materials I 2 2 0 3	
This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.		Prerequisites: None Corequisites: None	
HOR 134 Greenhouse Operations 2 2 0 3		Effective Term: 1997*02	
Prerequisites: HOR 150 Corequisites: None		This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.	
Effective Term: 1997*02		HOR 162 Applied Plant Science 2 2 0 3	
This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.		Prerequisites: None Corequisites: None	
HOR 150 Intro to Horticulture 2 0 0 2		Effective Term: 1997*02	
Prerequisites: None Corequisites: None		This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.	
Effective Term: 1997*02		HOR 164 Hort Pest Management 2 2 0 3	
This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.		Prerequisites: HOR 150 Corequisites: None	
HOR 152 Horticulture Practices 0 3 0 1		Effective Term: 1997*02	
Prerequisites: HOR 150 Corequisites: None		This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.	
Effective Term: 1997*02		HOR 166 Soils & Fertilizers 2 2 0 3	
This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens,		Prerequisites: None Corequisites: None	
		Effective Term: 1997*02	
		This course covers the physical and chemical properties of soils and soil fertility and management. Topics include	

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.		harvesting. Upon completion, students should be able to produce a marketable nursery crop.	
HOR 168 Plant Propagation 2 2 0 3		HOR 235 Greenhouse Production 2 2 0 3	
Prerequisites: HOR 150 Corequisites: None		Prerequisites: HOR 150 Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.		This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.	
HOR 170 Hort Computer Apps 1 3 0 2		HOR 245 Horticulture Speciality Crops 2 2 0 3	
Prerequisites: CIS 111		Prerequisites: HOR 225 or HOR 235	
Corequisites: None		Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be able to use computer programs in horticultural situations.		This course covers introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest.	
HOR 213 Landscape Design II 2 2 0 3		HOR 251 Insects & Diseases 2 2 0 3	
Prerequisites: HOR 112 Corequisites: None		Prerequisites: HOR 150 Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.		This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection, and control.	
HOR 215 Landscape Irrigation 2 2 0 3		HOR 255 Interiorscapes 1 2 0 2	
Prerequisites: HOR 110 and HOR 150		Prerequisites: HOR 150 Corequisites: None	
Corequisites: None		Effective Term: 1997*02	
Effective Term: 1997*02		This course covers plant selection, design, and management for interior settings. Topics include tropical plant identification, cultural requirements, insect and disease identification and control, and design and management requirements for interior plants. Upon completion, students should be able to design, install, and manage plants in interior settings.	
This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.		HOR 257 Arboriculture Practices 1 3 0 2	
HOR 225 Nursery Production 2 3 0 3		Prerequisites: HOR 160 and HOR 118 and HOR 150	
Prerequisites: HOR 150 Corequisites: None		Corequisites: None	
Effective Term: 1998*03		Effective Term: 1997*02	
This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and		This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning,	

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr

approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.

HOR 260 Plant Materials II 2 2 0 3

Prerequisites: **HOR 160** Corequisites: None
Effective Term: 2001*03

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 265 Adv Plant Materials 1 2 0 2

Prerequisites: **HOR 260** Corequisites: None
Effective Term: 2001*03

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape use. Upon completion, students should be able to correctly select plants for specific landscape uses.

HOR 271 Garden Center Mgmt 2 0 0 2

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course covers the retail marketing of gardening products and services through mass market and independent garden centers. Topics include garden center layout, customer relations, market choice, product lines, vendors, and the relationship with the broader horticultural community. Upon completion, students should be able to demonstrate an understanding of the principles and practices of the retail garden center.

HOR 273 Hor Mgmt & Marketing 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

HUMAN SERVICES

HSE 110 Intro to Human Services 2 2 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112 Group Process I 1 2 0 2

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123 Interviewing Techniques 2 2 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125 Counseling 2 2 0 3

Prerequisites: PSY 150 Corequisites: None
Effective Term: 1997*02

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 127 Conflict Resolution 2 2 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces conflict resolution and mediation theory and practice. Emphasis is placed on achieving compromise and a win/win perception. Upon

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Ca	Cr		Cl	Lb	Ca	Cr
completion, students should be able to demonstrate competence in identifying seemingly dissimilar positions and facilitating agreement.									
HSE 210 Human Services Issues	2	0	0	2	HSE 251 Activities Therapy	2	2	0	3
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1998*03					Effective Term: 1997*02				
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.					This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational therapy. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals.				
HSE 225 Crisis Intervention	3	0	0	3	HSE 255 Health Prob & Prevent	2	2	0	3
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.					This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.				
HSE 240 Issues in Client Services	3	0	0	3	HUMANITIES				
Prerequisites: None	Corequisites: None				HUM 110* Technology and Society	3	0	0	3
Effective Term: 1997*02					Prerequisites: None	Corequisites: None			
This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.					This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
HSE 245 Stress Management	2	2	0	3	HUM 121* The Nature of America	3	0	0	3
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers stressors and techniques for stress management. Topics include anger, assertiveness, breathing, change, coping skills, family, time management, meditation, guided imagery, and journaling. Upon completion, students should be able to identify areas of stress and the skills and management techniques for dealing with stressors.					This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. This course				
HSE 250 Financial Services	2	0	0	2					
Prerequisites: None	Corequisites: None								
Effective Term: 1997*02									
This course introduces those agencies that provide income maintenance casework services. Emphasis is									

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
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has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 150* American Women's Studies 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 160* Introduction to Film 2 2 0 3

Prerequisites: None Corequisites: None
Effective Term: 1999*03

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 170* The Holocaust 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HUM 220* Human Values and Meaning 3 0 0 3

Prerequisites: ENG 111 Corequisites: None
Effective Term: 1997*02

This course presents some major dimensions of human experience as reflected in art, music, literature,

philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HYDRAULICS

HYD 110 Hydraulics/Pneumatics I 2 3 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

HYD 112 Hydraulics/Med/Heavy Duty 1 2 0 2

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

INTERNATIONAL BUSINESS

INT 110 International Business 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
INT 115 Global Communications	2	0	0	2	INT 230 International Law	3	0	0	3
Prerequisites: None	Corequisites: None				Prerequisites: BUS 115	Corequisites: None			
Effective Term: 2001*03					Effective Term: 2002*03				
This course introduces principles and techniques basic to intercultural business communications. Topics include selected cultural values and customs, verbal and nonverbal communication skills, and global etiquette. Upon completion, students should be able to demonstrate beginning skills in effective verbal and nonverbal intercultural communications.					This course is designed to develop an understanding of the different theories on international law and their effect on international trade. Emphasis is placed on concepts of contracts, international transactions, major organizations in international trade, establishment of treaties, economic areas, and US laws affecting international trade. Upon completion, students should be able to apply theories and concepts to international trade and transactions. This course is a unique concentration requirement of the International Business concentration in the Business Administration program.				
INT 180 Travel Study Abroad	3	0	0	3	INDUSTRIAL SCIENCE				
Prerequisites: None	Corequisites: None				ISC 111 Quality Control	2	0	0	2
Effective Term: 1998*03					Prerequisites: None	Corequisites: None			
This course is designed to apply language and theoretical skills in an appropriate international business setting in a foreign country. Emphasis is placed on strengthening foreign language skills, performing with greater competence and confidence in the international workplace, and completing objectives outlined in training plan. Upon completion, students should be able to understand and utilize cultural patterns and business practices in the region of study.					Effective Term: 1997*02				
					This course provides training in inspection and gaging methods. Topics include special gage design, production gaging, and statistical process control concepts. Upon completion, students should be able to design and use custom gaging and apply statistical process control concepts.				
INT 210 International Trade	3	0	0	3	ISC 112 Industrial Safety	2	0	0	2
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 2002*03					Effective Term: 1997*02				
This course covers international business trade practices and foreign market research. Emphasis is placed on current trends of US trade practices in foreign countries and how to engage in international trade and acquire foreign marketing information. Upon completion, students should be able to formulate an overall product policy for the international marketplace. This course is a unique concentration requirement of the International Business concentration in the Business Administration program.					This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.				
INT 220 International Economics	3	0	0	3	ISC 113 Industrial Specifications	1	0	0	1
Prerequisites: ECO 151 or ECO 251 or ECO 252					Prerequisites: None	Corequisites: None			
Corequisites: None					Effective Term: 1997*02				
Effective Term: 2002*03					This course introduces industrial specifications. Emphasis is placed on using machinist reference materials. Upon completion, students should be able to use and interpret charts and data found in reference materials.				
This course introduces the forces and criteria for the development of a new international economic order. Emphasis is placed on balance of payments, foreign exchange rates and their determination, International Monetary System, and arguments for and against free trade and protectionism. Upon completion, students should be able to describe economic principles and concepts of international trade. This course is a unique concentration requirement of the International Business concentration in the Business Administration program.					ISC 115 Construction Safety	2	0	0	
					Prerequisites: None	Corequisites: ELC 113			
					Effective Term: 1997*02				
					This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to				

Course Title	Hours Per Week	Course Title	Hours Per Week
	Cl Lb Cn Cr		Cl Lb Cn Cr

demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

ISC 132 Mfg Quality Control 2 3 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

ISC 151 Plant Layout 2 2 0 3

Prerequisites: DFT 151 Corequisites: None

Effective Term: 1997*02

This course provides a practical study of factory planning. Emphasis is placed on site selection and efficient arrangement of work areas to achieve lower manufacturing costs. Upon completion, students should be able to produce sample layouts of manufacturing operations.

INTERNET TECHNOLOGIES

ITN 110 Intro to Web Graphics 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 1999*03

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners, buttons, backgrounds, and other graphics for Web pages.

ITN 120 Intro to Internet Multimedia 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 1999*03

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

ITN 130 Web Site Management 2 2 0 3

Prerequisites: None

Corequisites: None

Effective Term: 1999*03

This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup and security. Upon completion, students should be able to design a web site directory plan optimized for navigation and ease of maintenance.

ITN 140 Web Development Tools 2 2 0 3

Prerequisites: None

Corequisites: None

Effective Term: 1999*03

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

ITN 150 Internet Protocols 2 2 0 3

Prerequisites: None

Corequisites: None

Effective Term: 1999*03

This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, the student will be able to use the protocols as they pertain to the Internet, as well as, set-up and maintain these protocols.

ITN 160 Principles of Web Design 2 2 0 3

Prerequisites: None

Corequisites: None

Effective Term: 1999*03

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages.

ITN 170 Intro to Internet Databases 2 2 0 3

Prerequisites: None

Corequisites: None

Effective Term: 1999*03

This is the first of two courses introducing the use of databases to store, retrieve and query data through HTML forms. Topics include database design for Internet databases, uses of ODBC-compliant databases. Upon completion, students should be able to create and maintain a database that will collect, query and report on data via an HTML form.

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
ITN 210 Advanced Web Graphics	2	2	0	3	ITN 285 Emerging Technologies	2	2	0	3
Prerequisites: ITN 110	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1999*03					Effective Term: 1999*03				
This course is the second of two courses covering web graphics. Topics include graphics acquisition using scanners and digital cameras, graphics optimization, use of masks, advanced special effects, GIF animation, and other related topics. Upon completion, students should be able to create graphics that are optimized for size and graphic file type, properly converted from digitized sources and create useful animated graphics.					This course will expose students to emerging technologies in the field of Internet Technologies. Emphasis is placed on the new technologies in the Internet related field. Upon completion, students should be aware of the emerging technologies of Internet Technologies.				
ITN 220 Adv Internet Multimedia	2	2	0	3	ITN 289 Internet Technologies Project	1	4	0	3
Prerequisites: ITN 120	Corequisites: None				Prerequisites: ITN 130	Corequisites: None			
Effective Term: 1999*03					Effective Term: 2002*03				
This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.					This course provides an opportunity to complete a significant Internet technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.				
ITN 230 Intranets	2	2	0	3	LEGAL EDUCATION				
Prerequisites: ITN 130	Corequisites: None				LEX 110 Intro to Paralegal Study	2	0	0	2
Effective Term: 1999*03					Prerequisites: None	Corequisites: None			
This course covers the setting up of Intranets. Topics include selection of sever hardware and software, selection of client applications, security, conversion of existing data to Web based formats, Intranet applications and administration. Upon completion, students should be able to set up a corporate or institutional Intranet.					This course introduces the paralegal profession and the legal system and an emphasis is placed on the role of professional and legal ethics. Topics include regulation, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.				
ITN 240 Internet Security	2	2	0	3	LEX 120 Legal Research/Writing I	2	2	0	3
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1999*03					Effective Term: 1997*02				
This course covers security issues related to Internet services. Topics include the operating system and Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.					This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, student should be able to perform legal research and writing assignments using techniques covered in the course.				
ITN 260 Intro to E-Commerce	2	2	0	3	LEX 121 Legal Research/Writing II	2	2	0	3
Prerequisites: None	Corequisites: None				Prerequisites: LEX 120	Corequisites: None			
Effective Term: 1999*03					Effective Term: 1997*02				
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, the student will be able to setup a working e-commerce Internet web site.					This course covers advanced topics in legal research and				

Course Title	Hours Per Week	Course Title	Hours Per Week
	Cl Lb Cn Cr		Cl Lb Cn Cr
writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.		Prerequisites: LEX 150 Corequisites: None	
LEX 130 Civil Injuries	3 0 0 3	Effective Term: 2000*03	
Prerequisites: None Corequisites: None		This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and bankruptcy. Upon completion, students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments.	
Effective Term: 2000*03			
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.		LEX 160 Criminal Law & Procedure	2 2 0 3
LEX 140 Civil Litigation I	3 0 0 3	Prerequisites: None Corequisites: None	
Prerequisites: None Corequisites: None		Effective Term: 1997*02	
Effective Term: 2000*03		This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.	
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.		LEX 210 Real Property I	3 0 0 3
LEX 141 Civil Litigation II	2 2 0 3	Prerequisites: None Corequisites: None	
Prerequisites: LEX 140 Corequisites: None		Effective Term: 2000*03	
Effective Term: 2000*03		This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.	
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.		LEX 211 Real Property II	1 4 0 3
LEX 150 Commercial Law I	2 2 0 3	Prerequisites: LEX 210 Corequisites: None	
Prerequisites: None Corequisites: None		Effective Term: 1997*02	
Effective Term: 2000*03		This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.	
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.		LEX 214 Investigat & Trial Prep	1 4 0 3
LEX 151 Commercial Law II	3 0 0 3	Prerequisites: None Corequisites: None	
		Effective Term: 2000*03	
		This course introduces the fundamentals of	

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.		Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.	
LEX 220 Corporate Law	2 0 0 2	LEX 270 Law Office Mgt/Technology	1 2 0 2
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 1997*02		Effective Term: 2000*03	
This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.		This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.	
LEX 240 Family Law	3 0 0 3	LEX 280 Ethics & Professionalism	2 0 0 2
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 2000*03		Effective Term: 2000*03	
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.		This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment of opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.	
LEX 250 Wills, Estates, & Trusts	2 2 0 3	LEX 283 Investigation	1 2 0 2
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 1997*02		Effective Term: 2000*03	
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.		This course covers various aspects of civil and criminal investigation. Topics include locating witnesses, interviewing techniques, obtaining records, sketching and photographing accident scenes, collecting and preserving evidence, and preparation of exhibits for trial. Upon completion, students should be able to locate witnesses, prepare questionnaires, interview witnesses, obtain criminal/motor vehicle/medical/accident records, sketch scenes, and prepare exhibits.	
LEX 260 Bankruptcy & Collections	2 0 0 2	LEX 286 Medical Evidence Analysis	1 2 0 2
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 1997*02		Effective Term: 2000*03	
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors.		This course is designed to teach reading and analyzing medical records for legal evaluation of bodily injury and disability claims. Emphasis is placed on terminology, identifying, obtaining and reviewing medical records and	

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
study of the major systems of the human body. Upon completion, students will be able to compile, analyze and organize medical documents to support or disprove injury claims.					completion, students should be able to write a safety program for drivers involved in interstate commerce following DOT regulations.				
LOGISTICS					LOG 215 Supply Chain Management 3 0 0 3				
LOG 110 Introduction to Logistics 3 0 0 3					Prerequisites: LOG 110 Corequisites: None				
Prerequisites: None Corequisites: None					Effective Term: 2001*03				
Effective Term: 1997*02					This course covers all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing goods and services throughout the supply chain organizations. Upon completion, students should be able to identify the supply chain units, describe the materials management processes, and prepare for the APICS CPIM examination.				
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.					LOG 220 Logistics Management 3 0 0 3				
LOG 120 Global Logistics 3 0 0 3					Prerequisites: LOG 110 Corequisites: None				
Prerequisites: LOG 110 Corequisites: None					Effective Term: 1997*02				
Effective Term: 1997*02					This course covers the management of the movement and storage of goods and analysis of total costs involved. Emphasis is placed on the monitoring of inventory using automated systems, managing the storage function, warehousing, and distribution. Upon completion, students should be able to describe warehousing and facility layouts, identify material handling methods, and apply inventory control procedures. This course is a unique concentration requirement of the Logistics Management concentration in the Business Administration program.				
This course examines logistics operations, processes, and modes of transportation in an interdependent world economy. Emphasis is placed on freight forwarding operations, analyzing and selecting transportation modes, and processing of import/export documentation. Upon completion, students should be able to arrange and coordinate the transportation of products globally. This course is a unique concentration requirement of the Logistics Management concentration in the Business Administration program.					LOG 235 Traffic Management 3 0 0 3				
LOG 125 Transportation Logistics 3 0 0 3					Prerequisites: LOG 125 Corequisites: None				
Prerequisites: LOG 110 Corequisites: None					Effective Term: 2001*03				
Effective Term: 2001*03					This course examines the functions of traffic management and the effects of various traffic activities on an organization's supply chain. Emphasis is placed on the different staff functions of traffic management and current issues facing transportation managers. Upon completion, students should be able to perform transportation service provider comparisons, and describe the impact of managerial traffic decisions to total supply chain costs.				
This course covers the role and importance of the transportation industry. This is an overview of transportation emphasizing its environmental and sociological aspects, economic impact, services, regulatory guidelines, policies, and its future. Upon completion, students should be able to identify modes of transportation, interpret governing regulations, and describe the principles and terminology used in the transportation industry.					LOG 240 Purchasing Logistics 3 0 0 3				
LOG 210 Fleet Management 3 0 0 3					Prerequisites: LOG 110 Corequisites: None				
Prerequisites: LOG 110 Corequisites: None					Effective Term: 2001*03				
Effective Term: 1997*02					This course covers the various aspects of purchasing, and their impact on materials management, supply chain, transportation, and global logistics processes.				
This course covers the management of transportation, fleet operations, and safety. Emphasis is placed on DOT safety regulations in the hiring, training, and supervision of drivers in transportation. Upon									

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
Emphasis is placed on the different methods of electronic sourcing, negotiating and pricing principles, and on the internal and external considerations associated with internal logistics. Upon completion, students should be able to describe and apply the principles and terminology used in procurement including electronic data interchange services, purchasing and logistics systems.		MAC 113 Machining Technology III 2 12 0 6	
		Prerequisites: MAC 112 Corequisites: None	
		Effective Term: 1997*02	
		This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.	
LOG 250 Advanced Global Logistics 3 2 0 4		MAC 122 CNC Turning 1 3 0 2	
Prerequisites: LOG 125 Corequisites: None		Prerequisites: None Corequisites: None	
Effective Term: 2001*03		Effective Term: 1997*02	
This course covers the advanced application of global operations and logistics strategies, planning, technology, risk, and management necessary to cope with the global business environment. Emphasis is placed on an in-depth understanding of global sourcing, shipping, tracking, and e-logistics systems necessary to operate inbound/outbound logistics in a global market. Upon completion, students should be able to identify the different global markets and logistics technology available to process international inbound/outbound logistics transactions.		This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.	
		MAC 124 CNC Milling 1 3 0 2	
		Prerequisites: None Corequisites: None	
		Effective Term: 1997*02	
		This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.	
MACHINING		MAC 151 Machining Calculations 1 2 0 2	
MAC 111 Machining Technology I 2 12 0 6		Prerequisites: None Corequisites: None	
Prerequisites: None Corequisites: None		Effective Term: 1997*02	
Effective Term: 1997*02		This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.	
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.		MAC 153 Compound Angles 1 2 0 2	
		Prerequisites: None Corequisites: None	
		Effective Term: 1997*02	
MAC 112 Machining Technology II 2 12 0 6		This course introduces the application of basic types and uses of compound angles. Emphasis is placed on problem solving by tilting and rotating adjacent angles to resolve an unknown compound angle. Upon completion, students should be able to set up and develop compound angles on parts using problem-solving techniques.	
Prerequisites: MAC 111 Corequisites: None			
Effective Term: 1997*02			
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.		MAC 214 Machining Technology IV 2 12 0 6	
		Prerequisites: MAC 112 Corequisites: None	
		Effective Term: 1997*02	
		This course provides advanced applications and practical experience in the manufacturing of complex	

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
parts. Emphasis is placed on inspection, gauging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.		placed on the proper use of tooling used on CNC and other production machine tools. Upon completion, students should be able to choose proper tool grades based on manufacturing requirements and troubleshoot carbide tooling problems.	
MAC 241 Jigs & Fixtures I 2 6 0 4 Prerequisites: MAC 112 Corequisites: None Effective Term: 1997*02		MATHEMATICS	
This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.		MAT 060 Essential Mathematics 3 2 0 4 Prerequisites: MAT 050 or acceptable test scores Corequisites: None Effective Term: 1997*02	
MAC 243 Die Making I 2 6 0 4 Prerequisites: MAC 112 Corequisites: None Effective Term: 1997*02		This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.	
This course introduces the principles and applications of die making. Topics include types, construction, and application of dies. Upon completion, students should be able to design and build simple dies.		MAT 070 Introductory Algebra 3 2 0 4 Prerequisites: MAT 060 Corequisites: RED 080 or ENG 085 Effective Term: 1997*02	
MAC 244 Die Making II 1 9 0 4 Prerequisites: MAC 243 Corequisites: None Effective Term: 1997*02		This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.	
This course provides continued study in the application and use of dies. Emphasis is placed on the design and manufacturing of complex dies. Upon completion, students should be able to design and build complex dies.		MAT 075 Geometry 3 2 0 4 Prerequisites: MAT 070 or High School Algebra I or acceptable test scores	
MAC 245 Mold Construction I 2 6 0 4 Prerequisites: MAC 112 Corequisites: None Effective Term: 1997*02		Corequisites: None Effective Term: 1999*03	
This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds.		This course is designed to provide the student with a basic understanding and working knowledge of the fundamentals of plane and solid geometry. Consideration is given to the undefined terms of geometry, geometrical definitions, properties, postulates, theorems, and proofs. Topics include the study of congruence and similarity, parallel lines, triangles, quadrilaterals, polygons, circles, constructions, surface areas, and volumes.	
MAC 246 Mold Construction II 1 9 0 4 Prerequisites: MAC 245 Corequisites: None Effective Term: 1997*02			
This course provides continued study in the application and use of molds. Emphasis is placed on design and manufacturing of complex molds. Upon completion, students should be able to design and build complex molds.			
MAC 247 Production Tooling 2 0 0 2 Prerequisites: MAC 111 Corequisites: None Effective Term: 1997*02			
This course provides advanced study in tooling currently utilized in the production of metal parts. Emphasis is			

Course Title		Hours Per Week				Course Title		Hours Per Week			
		Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr
MAT 080	Intermediate Algebra	3	2	0	4	MAT 120	Geometry and Trigonometry	2	2	0	3
Prerequisites: MAT 070 or High School Algebra I or acceptable test scores						Prerequisites: MAT 070 or High School Algebra I or acceptable test scores					
Corequisites: RED 080 or ENG 085						Corequisites: None					
Effective Term: 1997*02						Effective Term: 1997*02					
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.						This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.					
MAT 090	Accelerated Algebra	3	2	0	4	MAT 121	Algebra and Trigonometry	2	2	0	3
Prerequisites: MAT 060						Prerequisites: MAT 070 or High School Algebra I or acceptable test scores					
Corequisites: RED 080 or RED 085						Corequisites: None					
Effective Term: 1997*02						Effective Term: 1999*03					
This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.						This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.					
MAT 101	Applied Mathematics I	2	2	0	3	MAT 122	Algebra/Trigonometry II	2	2	0	3
Prerequisites: MAT 060						Prerequisites: MAT 121					
Corequisites: None						Corequisites: None					
Effective Term: 1997*02						Effective Term: 1999*03					
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.						This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.					
MAT 115	Mathematical Models	2	2	0	3	MAT 140*	Survey of Mathematics	3	0	0	3
Prerequisites: MAT 070 or High School Algebra I or acceptable test scores						Prerequisites: MAT 070 or High School Algebra I or acceptable test scores					
Corequisites: None						Corequisites: None					
Effective Term: 1997*02						Effective Term: 1997*02					
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.						This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon					

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.		course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.	
MAT 151* Statistics I 3 0 0 3 Prerequisites: MAT 080 or MAT 090 or High School Algebra II, or acceptable test scores Corequisites: None Effective Term: 1997*02 This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.		MAT 162* College Trigonometry 3 0 0 3 Prerequisites: MAT 161 Corequisites: None Effective Term: 2000*01 This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.	
MAT 151A* Statistics I Lab 0 2 0 1 Prerequisites: MAT 080 or MAT 090 Corequisites: MAT 151 Effective Term: 1997*02 This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.		MAT 175* Precalculus 4 0 0 4 Prerequisites: High School Algebra III/Trigonometry Corequisites: None Effective Term: 1998*03 This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.	
MAT 161* College Algebra 3 0 0 3 Prerequisites: MAT 080 or MAT 090 or High School Algebra II, or acceptable test scores Corequisites: None Effective Term: 2000*01 This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities, polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. A graphing calculator will be required in this course. This		MAT 175A* Precalculus Lab 0 2 0 1 Prerequisites: High School Algebra III/Trigonometry Corequisites: MAT 175 Effective Term: 1998*03 This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.	
		MAT 223 Applied Calculus 2 2 0 3 Prerequisites: MAT 122 Corequisites: None Effective Term: 1997*02 This course provides an introduction to the calculus concepts of differentiation and integration by way of	

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.									
MAT 263* Brief Calculus	3	0	0	3	MAT 273* Calculus III	3	2	0	4
Prerequisites: MAT 161	Corequisites: None				Prerequisites: MAT 272	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				
MAT 271* Calculus I	3	2	0	4	MAT 285* Differential Equations	3	0	0	3
Prerequisites: MAT 172 or MAT 175	Corequisites: None				Prerequisites: MAT 272	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					This course provides and introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, student should be able to use differential equations to model physical phenomena, solve the equations and use the solutions to analyze the phenomena. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
MECHANICAL									
MAT 272* Calculus II	3	2	0	4	MEC 110 Intro to CAD/CAM	1	2	0	2
Prerequisites: MAT 271	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 1997*02				
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve					This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.				
MAT 273* Calculus III	3	2	0	4	MEC 111 Machine Processes I	1	4	0	3
Prerequisites: MAT 272	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1997*02					Effective Term: 2002*03				
This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety,				

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.		MEC 180 Engineering Materials 2 3 0 3	
		Prerequisites: None Corequisites: None	
		Effective Term: 1997*02	
		This course covers the physical and mechanical properties of materials. Topics include testing, heat treating, ferrous and non-ferrous metals, plastics, composites, and material selection. Upon completion, students should be able to specify basic tests and properties and select appropriate materials on the basis of specific properties.	
MEC 145 Mfg Materials I 2 3 0 3		MEC 237 Control Systems 3 2 0 4	
Prerequisites: None Corequisites: None		Prerequisites: MAT 122 and PHY 122 and ELC 111	
Effective Term: 1997*02		Corequisites: None	
This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.		Effective Term: 1997*02	
		This course covers basic principles of control systems. Topics include the basic principles of electrical, electronic, and pneumatic control systems as related to industrial applications. Upon completion, students should be able to understand the design and function of circuits, motors, transducers, servomechanisms, and other devices. PHY 131 may be substituted for the PHY 122 prerequisite per the department chair of Manufacturing Engineering Technology.	
MEC 161 Manufacturing Processes I 3 0 0 3		MEC 251 Statics 2 2 0 3	
Prerequisites: MEC 111 Corequisites: None		Prerequisites: PHY 131 or PHY 151	
Effective Term: 1997*02		Corequisites: None	
This course provides the fundamental principles of processing materials into usable forms for the customer. Emphasis is placed on material forming, removal, and value-added processing provided to the customer by the manufacturers. Upon completion, students should be able to apply principles of traditional and non-traditional processing for metals and non-metals.		Effective Term: 1997*02	
		This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures.	
MEC 161A Mfg Proc I Lab 0 3 0 1		MEC 252 Strength of Materials 2 2 0 3	
Prerequisites: None Corequisites: MEC 161		Prerequisites: MEC 251 Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.		This course covers the principles and concepts of stress analysis. Topics include centroids, moments of inertia, shear/moment diagrams, and stress and strain. Upon completion, students should be able to perform a stress and strain analysis on structural components.	
MEC 172 Intro to Metallurgy 2 2 0 3		MEC 280 Robotics and CIM 3 2 0 4	
Prerequisites: None Corequisites: None		Prerequisites: MEC 237 and MEC 265 or HYD 110	
Effective Term: 1997*02		Corequisites: None	
This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.		Effective Term: 1997*02	
		This course covers robotics and CIM. Topics include application, programming, and maintenance of robotic devices and the relationship between robotics and CIM. Upon completion, students should be able to safely	

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
program, operate, and maintain robots and understand the relationship between robotics and CIM.		MED 121 Medical Terminology I	3 0 0 3
MEDICAL ASSISTING		Prerequisites: None	Corequisites: None
MED 110 Orientation to Med Assist	1 0 0 1	Effective Term: 1997*02	
Prerequisites: None	Corequisites: None	This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.	
Effective Term: 1997*02		MED 122 Medical Terminology II	3 0 0 3
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.		Prerequisites: MED 121	Corequisites: None
<i>Restricted to MED programs of study.</i>		Effective Term: 1997*02	
MED 116 Introduction to A & P	3 2 0 4	This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.	
Prerequisites: None	Corequisites: None	MED 130 Admin Office Proc I	1 2 0 2
Effective Term: 1998*03		Prerequisites: None	Corequisites: None
This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.		Effective Term: 1998*03	
<i>Restricted to MED programs of study.</i>		This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. <i>Restricted to MED programs of study.</i>	
MED 118 Medical Law and Ethics	2 0 0 2	MED 131 Admin Office Proc II	1 2 0 2
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 1997*02		Effective Term: 1998*03	
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. <i>Restricted to MED and MOA programs of study.</i>		This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. <i>Restricted to MED and MOA programs of study.</i>	
MED 120 Survey of Medical Terminology	2 0 0 2	MED 134 Medical Transcription	2 2 0 3
Prerequisites: None	Corequisites: None	Prerequisites: MED 121	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.		This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is	

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription. <i>Restricted to MED and MOA programs of study.</i>		MED 262 Clinical Perspectives 1 0 0 1	
		Prerequisites: None	Corequisites: None
		Effective Term: 1998*03	
		This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility. <i>Restricted to MED programs of study.</i>	
MED 140 Exam Room Procedures I 3 4 0 5		MED 272 Drug Therapy 3 0 0 3	
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 1998*03		Effective Term: 2001*03	
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. <i>Restricted to MED programs of study.</i>		This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. <i>Restricted to MED programs of study.</i>	
MED 150 Laboratory Procedures I 3 4 0 5		MED 276 Patient Education 1 2 0 2	
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 1998*03		Effective Term: 1998*03	
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. <i>Restricted to MED programs of study.</i>		This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies. <i>Restricted to MED programs of study.</i>	
MED 240 Exam Room Procedures II 3 4 0 5		MARKETING AND RETAILING	
Prerequisites: MED 140	Corequisites: None	MKT 120 Principles of Marketing 3 0 0 3	
Effective Term: 1997*02		Prerequisites: None	Corequisites: None
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures. <i>Restricted to MED programs of study.</i>		Effective Term: 1997*02	
		This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.	
MED 260 MED Clinical Externship 0 0 15 5		MKT 223 Customer Service 3 0 0 3	
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 1998*03		Effective Term: 1997*02	
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. <i>Restricted to MED programs of study.</i>		This course stresses the importance of customer relations in the business world. Emphasis is placed on	

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.		MLT 125** Immunohematology I	4 3 0 5
MKT 224 International Marketing	3 0 0 3	Prerequisites: None	Corequisites: None
Prerequisites: None	Corequisites: None	Effective Term: 1998*03	
Effective Term: 1997*02		This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pretransfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures.	
This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.		MLT 130** Clinical Chemistry I	3 3 0 4
MEDICAL LABORATORY		Prerequisites: None	Corequisites: None
MLT 110** Intro to MLT	2 3 0 3	Effective Term: 1998*03	
Prerequisites: None	Corequisites: None	This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.	
Effective Term: 1998*03		MLT 140** Intro to Microbiology	2 3 0 3
This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.		Prerequisites: None	Corequisites: None
MLT 111** Urinalysis & Body Fluids	1 3 0 2	Effective Term: 1998*03	
Prerequisites: None	Corequisites: None	This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.	
Effective Term: 1998*03		MLT 215** Professional Issues	1 0 0 1
This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.		Prerequisites: None	Corequisites: None
MLT 120** Hematology/Hemostasis I	3 3 0 4	Effective Term: 1998*03	
Prerequisites: None	Corequisites: None	This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.	
Effective Term: 1998*03			

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
MLT 216** Professional Issues	0 2 0 1	effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.	
Prerequisites: None	Corequisites: None		
Effective Term: 1998*03			
This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.			
MLT 240** Special Clin Microbiology	2 3 0 3	MRI 211 MRI Procedures	4 0 0 4
Prerequisites: MLT 140	Corequisites: None	Prerequisites: Enrollment in CT/MRI diploma or MRI certificate program	
Effective Term: 1998*03		Corequisites: None	
This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.		Effective Term: 1998*03	
		This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.	
MLT 257** MLT Practicum I	0 0 24 8	MRI 212 MR Cardiac Physics & Proc	4 0 0 4
Prerequisites: None	Corequisites: None	Prerequisites: MRI 210 or MRI 211	
Effective Term: 1998*03		Corequisites: None	
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.		Effective Term: 2002*03	
		This course is designed to cover the advanced physical principles of data acquisition and image processing in cardiac MR. Topics will include but not limited to: cross-sectional anatomy of the heart, contrast usage, and scanning procedures of the cardiac system. Upon completion, students should be able to understand and assume duties and responsibilities involved with cardiac MR imaging.	
MLT 269** MLT Practicum II	0 0 33 11	MRI 223 MRI Clinical Practicum	0 0 9 3
Prerequisites: None	Corequisites: None	Prerequisites: Enrollment in CT/MRI diploma or MRI certificate program	
Effective Term: 1998*03		Corequisites: None	
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.		Effective Term: 1998*03	
		This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.	
MAGNETIC RESONANCE IMAGING		MRI 224 MRI Clinical Practicum	0 0 12 4
MRI 210 MRI Physics and Equipment	3 0 0 3	Prerequisites: Enrollment in CT/MRI diploma or MRI certificate program	
Prerequisites: Enrollment in CT/MRI diploma or MRI certificate program		Corequisites: None	
Corequisites: None		Effective Term: 1998*03	
Effective Term: 1998*03		This course provides experience in the computed tomography clinical setting. Emphasis is placed on	
This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their			

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
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patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.

MRI 225 MRI Clinical Practicum 0 0 12 4

Prerequisites: **Enrollment in CT/MRI diploma or MRI certificate program**

Corequisites: None

Effective Term: 1998*03

This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.

MRI 227 MRI Clinical Practicum 0 0 21 7

Prerequisites: **Enrollment in CT/MRI diploma or MRI certificate program**

Corequisites: None

Effective Term: 1998*03

This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.

THERAPEUTIC MASSAGE

MTH 110 Therapeutic Massage I 6 12 0 10

Prerequisites: None Corequisites: None

Effective Term: 2003*01

This course introduces concepts basic to the role of the massage therapist. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.

MTH 120 Therapeutic Massage II 6 12 0 10

Prerequisites: MTH 110 Corequisites: BIO 271

Effective Term: 2003*01

This course provides an expanded knowledge and skill base for the massage therapist. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations.

MTH 125 Therapeutic Massage III 2 0 0 2

Prerequisites: MTH 120

Corequisites: None

Effective Term: 2003*01

This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion, students should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues.

MTH 210 Therapeutic Massage IV 4 12 0 8

Prerequisites: MTH 125

Corequisites: None

Effective Term: 2003*01

This course provides knowledge and skills in diverse body work modalities. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered.

MTH 220 Therapeutic Massage V 4 9 0 7

Prerequisites: MTH 210

Corequisites: COE 111

Effective Term: 2003*01

This course provides knowledge and skills in more complex body works modalities. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered.

MUSIC

MUS 110* Music Appreciation 3 0 0 3

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 112* Introduction to Jazz 3 0 0 3

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.		NET 115 Telecom Fundamentals 1 2 0 2	
		Prerequisites: None	Corequisites: None
		Effective Term: 2001*03	
		This course covers the fundamentals of the electronic transfer of information for those who have not received credit for NET 110. Topics include terminal emulation software usage, file transfer methods, PC-based fax/modem/voice-mail operations, accessing and navigating the Internet, and bulletin boards. Upon completion, students should be able to access and use on-line services and the Internet, send and receive e-mail, and perform other basic telecommunication operations.	
NETWORKING		NET 120 Network Install/Admin I 2 2 0 3	
NET 110 Data Comm/Networking 2 2 0 3		Prerequisites: NET 110	Corequisites: None
Prerequisites: None	Corequisites: None	Effective Term: 1997*02	
Effective Term: 1997*02		This course covers the installation and administration of network hardware and system software. Topics include network topologies, various network operating systems, server and workstation installation and configuration, printer services, and connectivity options. Upon completion, students should be able to perform basic installation and administration of departmental networks.	
This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.		NET 122 Secure Communications 2 2 0 3	
NET 111 Internetwork Architecture & Design 2 2 0 3		Prerequisites: NET 110 and NET 112	
Prerequisites: NET 110	Corequisites: None	Corequisites: None	
Effective Term: 2002*03		Effective Term: 2002*03	
This course introduces the physical and logical design of local area networks, wide area networks, and networking devices used in the design implementation and integration. Topics include LAN segmentation, VLANs, IP addressing, router, switch, and server placement with an emphasis on design. Upon completion, students should be able to understand fundamental LAN and WAN design and the physical and logical aspects needed to achieve the design goal.		This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL and SSH. Upon completion, students should be able to implement secure data transmission technologies.	
NET 112 Security Fundamentals & Policies 3 0 0 3		NET 125 Routing and Switching I 1 4 0 3	
Prerequisites: None	Corequisites: None	Prerequisites: None	Corequisites: None
Effective Term: 2002*03		Effective Term: 1999*03	
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of the Internet, current security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.		This course introduces the OSI model, network topologies, IP addressing, and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key internetworking functions of the OSI Networking Layer and how they are performed in a variety of router types. <i>This is the first of four semesters of the Cisco CCNA certification program.</i>	

Course Title	Hours Per Week					Course Title	Hours Per Week				
	Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr	
NET 126 Routing and Switching II	1	4	0	3		NET 222 Security Administration I	2	2	0	3	
Prerequisites: NET 125					Corequisites: None	Prerequisites: NET 110 and NET 112					
Effective Term: 1999*01						Corequisites: None					
This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare the initial router configuration files, as well as enable, verify, and configure IP addresses. <i>This is the second of four semesters of the Cisco CCNA certification program.</i>						Effective Term: 2002*03					
NET 145 Introduction to Linux	2	2	0	3		NET 225 Adv Router & Switching I	1	4	0	3	
Prerequisites: None					Corequisites: None	Prerequisites: NET 126					
Effective Term: 2001*03						Effective Term: 1999*01					
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.						This course introduces advanced router configurations, advanced LAN switching theory and design, VLANs, Novell IPX, and threaded case studies. Topics include router elements and operations, adding routing protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods. Upon completion, students should be able to describe LAN and network segmentation with bridges, routers and switches and describe a virtual LAN. <i>This is the third of four semesters of the Cisco CCNA certification program.</i>					
NET 155 Linux System Administrat	2	2	0	3		NET 226 Adv Router & Switching II	1	4	0	3	
Prerequisites: NET 145					Corequisites: None	Prerequisites: NET 225					
Effective Term: 2001*03						Corequisites: None					
This course introduces the Linux file system, group administration, and system hardware controls. Topics include Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.						This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, channels, and function groups, describe the Spanning Tree protocol. <i>This is the final semester of four semesters of the Cisco CCNA certification program.</i>					
NET 165 Linux Networking/Security	2	2	0	3		NET 231 Intrusion Detection	3	0	0	3	
Prerequisites: NET 155					Corequisites: None	Prerequisites: NET 222					
Effective Term: 2001*03						Effective Term: 2002*03					
This course includes skill-building in configuring common network services and security administration using Linux. Topics include server-side setup, configuration, basic administration of common networking services, and security administration using Linux. Upon completion, students should be able to setup a Linux server and configure common network services including security requirements.						This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products and planning and placements of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.					

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
NET 232 Security Administration II	2	2	0	3	through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.				
Prerequisites: NET 222					NET 285 Security Project	1	3	0	2
Corequisites: None					Prerequisites: NET 233				
Effective Term: 2002*03					Corequisites: None				
This course provides the skills necessary to design and implement information security controls. Topics include advanced TCP/IP concepts, network vulnerability analysis, and monitoring. Upon completion, students should be able to distinguish between normal anomalous network traffic, identify common network attach patterns, and implement security solutions.					Effective Term: 2002*03				
NET 233 Defense In-Depth	2	2	0	3	This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.				
Prerequisites: NET 155 and NET 222					NET 286 Current Trends in Security Systems	2	2	0	3
Corequisites: NET 232					Prerequisites: NET 155 and NET 232				
Effective Term: 2002*03					Corequisites: None				
This course introduces students to the concepts of defense in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures.					Effective Term: 2002*03				
NET 235 Network Troubleshooting	2	2	0	3	This course introduces topics of current interest in the security industry. Emphasis is placed on evolving technology and trends in security systems. Upon completion, students should be able to critically analyze security issues and topics, establish and deliver informed opinions.				
Prerequisites: NET 110					NUCLEAR MEDICINE				
Corequisites: None					NMT 110 Intro to Nuclear Medicine	2	0	0	2
Effective Term: 2001*03					Prerequisites: Enrollment in the Nuclear Medicine program				
This course covers principles and techniques of troubleshooting hardware and software problems in a local area network. Topics include tools and methods, physical layer problems, server problems, and client problems. Upon completion, the student should be able to perform baseline LAN monitoring and to resolve common local area network problems.					Corequisites: None				
NET 275 Attack Methodology	2	2	0	3	Effective Term: 1998*03				
Prerequisites: NET 233					This course provides a comprehensive introduction to the field of nuclear medicine. Topics include overview of school, program, and profession; medical terminology and ethics; medical legal issues; general patient care and radiation safety practices; and departmental organization. Upon completion, students should be able to utilize various learning resources and demonstrate understanding of radiation safety standards and ethical, professional conduct.				
Corequisites: None					NMT 110A Intro to Nuc Med Lab	0	3	0	1
Effective Term: 2002*03					Prerequisites: Enrollment in the Nuclear Medicine program				
This course provides the student with an in-depth look at common Internet, network, and host-based attack methodologies. Topics include common attack methods such as social engineering, spoofing, denial of service, traffic interception, session hijacking, password cracking, malicious code and web hacking techniques. Upon completion, students should be able to generate anomalous network traffic, identify common network attach patterns, and perform penetration testing.					Corequisites: NMT 110				
NET 280 Networking Project	1	4	0	3	Effective Term: 1997*02				
Prerequisites: NET 110					This course is a laboratory to accompany NMT 110. Emphasis is placed on laboratory experiences that				
Corequisites: None									
Effective Term: 2001*03									
This course provides an opportunity to complete a significant networking project from the design phase									

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
enhance material presented in NMT 110. Upon completion, students should be able to apply the laboratory experiences to the material presented in NMT 110.		NMT 136 Health Physics	2 0 0 2
NMT 126 Nuclear Physics	2 0 0 2	Prerequisites: NMT 110	Corequisites: None
Prerequisites: NMT 110	Corequisites: None	Effective Term: 1997*02	
Effective Term: 1997*02		This course covers the regulations and practices that ensure minimum exposure of patients, co-workers, and self to ionizing radiation. Topics include interactions of radiation with matter, protective practices, state and federal regulatory agencies and their directives, and methods of monitoring exposure. Upon completion, students should be able to demonstrate an understanding of the regulations and practices presented in the course.	
This course introduces the fundamental principles of the physics that underlie nuclear medicine. Topics include atomic structure, electromagnetic and particulate radiation, decay schemes, production of radionuclides with emphasis on radionuclide generators, and decay calculations. Upon completion, students should be able to demonstrate an understanding of the physical concepts covered in the course.		NMT 211 NMT Clinical Practice I	0 0 21 7
NMT 128 Stats for Nuc Med Tech	1 3 0 2	Prerequisites: NMT 132	Corequisites: None
Prerequisites: NMT 110	Corequisites: None	Effective Term: 1997*02	
Effective Term: 1997*02		This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclide. Upon completion, students should be able to demonstrate performance of the procedures covered in the course.	
This course introduces basic probability, descriptive statistics, and the application of statistics to nuclear medicine. Emphasis is placed on measurement of central tendency and dispersion, probability distributions, quality control procedures, population parameter estimation, and nuclear counting statistics. Upon completion, students should be able to demonstrate skill in determination of population parameters and decision making based on population parameters.		NMT 212 Proc for Nuclear Med I	2 0 0 2
NMT 132 Overview-Clinical Nuc Med	2 0 6 4	Prerequisites: NMT 132	Corequisites: None
Prerequisites: NMT 110	Corequisites: None	Effective Term: 1997*02	
Effective Term: 1997*02		This course begins the in-depth study of clinical procedures performed by nuclear medicine technologists. Emphasis is placed on dose administration, use of instrumentation, computer applications, and normal and abnormal presentation. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures presented in the course.	
This course is designed to familiarize students with the clinical practice of nuclear medicine. Emphasis is placed on the routine clinical procedures, radiopharmaceuticals and dosage, equipment manipulation, and basic patient care. Upon completion, students should be able to demonstrate integration of the principles covered in the classroom with the clinical experience.		NMT 212A Proc for Nuc Med I Lab	0 3 0 1
NMT 134 Nuclear Pharmacy	2 0 0 2	Prerequisites: NMT 132	Corequisites: NMT 212
Prerequisites: NMT 110	Corequisites: None	Effective Term: 1997*02	
Effective Term: 1997*02		This course is a laboratory to accompany NMT 212. Emphasis is placed on experiences that enhance material presented in NMT 212. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in NMT 212.	
This course covers the formulation and application of radiopharmaceuticals. Topics include the preparation, handling, disposition, and quality control of clinically useful radiopharmaceuticals. Upon completion, students should be able to discuss the appropriate use and disposition of radiopharmaceuticals currently used in clinical nuclear medicine.		NMT 214 Radiobiology	2 0 0 2
		Prerequisites: NMT 132	Corequisites: None
		Effective Term: 1997*02	
		This course covers the principles of radiation biology. Emphasis is placed on a system's sensitivity to radiation, radiation pathology, and the biological effects of	

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
radiation. Upon completion, students should be able to demonstrate an understanding of the effects of radiation in nuclear medicine.		NMT 222A Proc for Nuc Med II Lab	0 3 0 1
NMT 215 Non-Imaging Instrumentation	1 3 0 2	Prerequisites: NMT 132	Corequisites: NMT 222
Prerequisites: NMT 132	Corequisites: None	Effective Term: 1997*02	
Effective Term: 1997*02		This course is a laboratory to accompany NMT 222. Emphasis is placed on experiences that enhance material presented in NMT 222. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in NMT 222.	
This course covers the proper operation of various types of non-imaging equipment used in nuclear medicine. Emphasis is placed on principles of radiation detection, quality control procedures, various counting problems, and machine-specific operating procedures. Upon completion, students should be able to demonstrate the proper use of the devices discussed in the course.		NMT 224 In Vitro Procedures	2 0 0 2
NMT 218 Computers in Nuc Med	2 0 0 2	Prerequisites: NMT 132	Corequisites: None
Prerequisites: NMT 132	Corequisites: None	Effective Term: 1997*02	
Effective Term: 1997*02		This course introduces the area of in vitro nuclear medicine. Emphasis is placed on laboratory skills; selected aspects of chemistry, biochemistry, and immunology; procedures for common assays; and laboratory safety. Upon completion, students should be able to demonstrate an understanding of the concepts presented.	
This course provides a general introduction to the operation of computers and the application of computers to the field of nuclear medicine. Topics include number systems, major system components, input/output devices, and acquisition and processing of nuclear medicine images. Upon completion, students should be able to demonstrate an understanding of the concepts presented.		NMT 225 Imaging Instrumentation	1 3 0 2
NMT 221 NMT Clinical Practice II	0 0 21 7	Prerequisites: NMT 132	Corequisites: None
Prerequisites: NMT 132	Corequisites: None	Effective Term: 1997*02	
Effective Term: 1997*02		This course covers the operations of various imaging equipment used in nuclear medicine. Emphasis is placed on planar and SPECT gamma cameras. Upon completion, students should be able to safely operate and evaluate performance characteristics of the equipment discussed in the course.	
This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclides. Upon completion, students should be able to demonstrate performance of the procedures covered in this course.		NURSING	
NMT 222 Proc for Nuclear Med II	2 0 0 2	NUR 101 Practical Nursing I	7 6 6 11
Prerequisites: NMT 132	Corequisites: None	Prerequisites: Enrollment in the Practical Nursing program	
Effective Term: 1997*02		Corequisites: None	
This course concludes the in-depth study of clinical procedures performed in nuclear medicine. Topics include method of dose administration, data acquisition parameters, computer use, and data patterns consistent with normal and described pathological states. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures discussed in the course.		Effective Term: 1998*03	
		This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. This is a diploma-level course.	
		NUR 102 Practical Nursing II	8 0 12 12
		Prerequisites: ACA 111, BIO 163, NUR 101 and PSY 150	
		Corequisites: None	
		Effective Term: 1997*02	
		This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific	

Course Title	Hours Per Week	Course Title	Hours Per Week
	Cl Lb Ca Cr		Cl Lb Ca Cr
roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. This is a diploma-level course.			
NUR 103 Practical Nursing III	6 0 12 10	NUR 120 Nursing II	5 3 6 8
Prerequisites: NUR 102	Corequisites: None	Prerequisites: NUR 110, NUR 117 and BIO 168	
Effective Term: 1997*02		Corequisites: None	
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. This is a diploma-level course.		This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health.	
NUR 107 LPN Refresher	9 0 9 12	NUR 130 Nursing III	4 3 6 7
Prerequisites: None	Corequisites: None	Prerequisites: NUR 120 and BIO 169	
Effective Term: 1998*01		Corequisites: None	
This refresher course is designed to provide an independent didactic review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing interventions, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure.		This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health.	
NUR 110 Nursing I	5 3 6 8	NUR 210 Nursing IV	5 3 12 10
Prerequisites: Admission to the Associate Degree Nursing program		Prerequisites: NUR 130	Corequisites: None
Corequisites: NUR 117		Effective Term: 1997*02	
Effective Term: 1998*03		This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health.	
This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.		NUR 220 Nursing V	4 3 15 10
NUR 117 Pharmacology	1 3 0 2	Prerequisites: NUR 210	Corequisites: NUR 244
Prerequisites: None	Corequisites: NUR 110	Effective Term: 1997*02	
Effective Term: 1997*02		This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide	
This course introduces information concerning sources,			

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr

comprehensive nursing care to a group of individuals with common complex health alterations.

NUR 244 Issues and Trends 2 0 0 2

Prerequisites: **NUR 210** Corequisites: **NUR 220**
Effective Term: 1997*02

This course presents an overview of current trends and issues in nursing as they affect nursing practice in a changing health care environment. Emphasis is placed on making an effective transition into the roles of the practicing nurse. Upon completion, students should be able to articulate professional aspects of the practice of nursing.

NUTRITION

NUT 110 Nutrition 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 2001*03

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being.

OPERATIONS MANAGEMENT

OMT 160 Ethical Issues in Op Mgmt** 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course focuses on a wide variety of ethical issues in operations management. Emphasis is placed on distinguishing between legal and illegal actions as well as ethical and nonethical actions. Upon completion, students should be able to demonstrate critical thinking skills to evaluate ethical situations.

OFFICE SYSTEMS TECHNOLOGY

OST 131 Keyboarding 1 2 0 2

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. Students will be introduced to basic word processing techniques and learn to format basic business documents.

OST 134 Text Entry & Formatting 2 2 0 3

Prerequisites: **OST 131** Corequisites: None
Effective Term: 1999*03

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability.

OST 135 Adv Text Entry & Format 3 2 0 4

Prerequisites: **OST 134** Corequisites: None
Effective Term: 1997*02

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing 1 2 0 2

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. *This course will prepare students for the MOUS Word core-level exam.*

OST 137 Office Software Applications 1 2 0 2

Prerequisites: **OST 131 and CIS 110 or CIS 111**
Corequisites: None
Effective Term: 1998*03

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.

OST 148 Med Coding Billing & Insu 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 1999*03

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy. *Restricted to MED and MOA programs of study.*

Course Title	Hours Per Week					Course Title	Hours Per Week				
	Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr	
OST 149 Medical Legal Issues	3	0	0	3		OST 201 Medical Transcription I	3	2	0	4	
Prerequisites: None					Corequisites: None	Prerequisites: OST 136 and OST 164					
Effective Term: 1999*03						Corequisites: MED 122 or OST 142 and OST 136					
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.						Effective Term: 1997*02					
OST 162 Executive Terminology	3	0	0	3		OST 202 Medical Transcription II	3	2	0	4	
Prerequisites: None					Corequisites: None	Prerequisites: OST 201					Corequisites: None
Effective Term: 1997*02						Effective Term: 1997*02					
This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.						This course provides additional practice in transcribing documents from various medical specialties. Emphasis is placed on increasing transcription speed and accuracy and understanding medical procedures and terminology. Upon completion, students should be able to accurately transcribe a variety of medical documents in a specified time. <i>Restricted to MED programs of study.</i>					
OST 164 Text Editing Applications	3	0	0	3		OST 203 Fundamentals of Med Doc	3	0	0	3	
Prerequisites: OST 131 or OST 136						Prerequisites: OST 202					
Corequisites: None						Corequisites: MED 121, MED 122 , or OST 141					
Effective Term: 1997*02						Effective Term: 2000*03					
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.						This course covers the information and procedures necessary for producing acceptable medical documentation. Topics include digital dictation systems; workplace security systems; the access, retrieval, and transport of medical documents; and other transcribing techniques necessary for acceptable medical documentation. Upon completion, students should be able to process medical documents in a home-based or medical facility. <i>Restricted to MED programs of study.</i>					
OST 181 Intro to Office Systems	2	2	0	3		OST 223 Machine Transcription I	1	2	0	2	
Prerequisites: None					Corequisites: None	Prerequisites: OST 134, OST 136, OST 162 and OST 164					
Effective Term: 1999*03						Corequisites: None					
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and information documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.						Effective Term: 1997*02					
OST 184 Records Management	1	2	0	2		OST 224 Machine Transcription II	1	2	0	2	
Prerequisites: None					Corequisites: None	Prerequisites: OST 223					Corequisites: None
Effective Term: 1997*02						Effective Term: 1997*02					
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.						This course provides advanced transcription skills. Emphasis is placed on specialized transcription features.					

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.		learning methods and styles. Upon completion, students should be able to design, select, and complete/perform leisure, self-care and work activities that would be therapeutic for designated client populations.	
OST 236 Adv Word/Information Proc 2 2 0 3		OTA 130** Assessment Skills 2 3 0 3	
Prerequisites: OST 135 or OST 136		Prerequisites: None	Corequisites: OTA 110
Corequisites: None		Effective Term: 1998*03	
Effective Term: 1999*03		This course provides training in appropriate and accurate assessment and intervention skills related to sensory, movement, perceptual/cognitive, affective systems, and ADL skills. Topics include kinesiology, body mechanics, sensory, ROM, MMT, cognitive/perceptual, psychosocial, self-care, and work-related assessments; treatment approaches; and basics of group structure and dynamics. Upon completion, students should be able to administer various assessment tools and appropriate treatment approaches regarding sensation, movement, perception/cognition, affect, self-care, and work-related skills.	
This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. <i>This course will prepare students for the MOUS Word expert-level exam.</i>		OTA 140** Professional Skills I 0 3 0 1	
OST 289 Office Systems Management 2 2 0 3		Prerequisites: None	Corequisites: OTA 110
Prerequisites: CIS 120, OST 137 , OST 164 and either OST 134 or OST 136		Effective Term: 1998*03	
Corequisites: CIS 152		This course introduces the roles and responsibilities of COTAs/OTRs in OT practice and facilitates development of observation, documentation, and therapeutic use of self skills. Topics include Code of Ethics, roles/responsibilities, credentialing/licensing, documentation, therapeutic use of self and professional identity/behavior, supervisory relationships, time management, and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles/responsibilities of COTAs/OTRs, and participate in acceptable supervision, documentation, and scheduling.	
Effective Term: 2001*03		OTA 150** Life Span Skills I 2 3 0 3	
This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment. <i>This is a project-based course integrating a variety of software.</i>		Prerequisites: None	
OCCUPATIONAL THERAPY		Corequisites: PSY 241 and OTA 170	
OTA 110** Fundamental of OT 2 3 0 3		Effective Term: 1998*03	
Prerequisites: None		This course is designed to use knowledge gained from PSY 241 as it applies to OT practice from birth to adolescence. Topics include review of normal growth and development, identification/discussion of common disabilities/delays, assessment, treatment planning, and intervention approaches used with these populations. Upon completion, students should be able to identify/use assessments/screenings and interventions for infants through adolescents for selected disabilities/developmental delays in various settings.	
Corequisites: BIO 165 or BIO 168			
Effective Term: 1998*03			
This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of OT practice options, uniform terminology, activity analysis, principles, process, philosophies, and frames of reference.			
OTA 120** OT Media I 1 3 0 2			
Prerequisites: None	Corequisites: OTA 110		
Effective Term: 1998*03			
This course provides training in recognizing the therapeutic value of and using a wide variety of leisure, self-care, and work activities. Topics include crafts, games, personal care and work activities, as well as teaching and			

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
OTA 161** Fieldwork I-Placement 1	0 0 3 1	OTA 180** Psychosocial Dysfunction	2 3 0 3
Prerequisites: OTA 120 and OTA 140		Prerequisites: PSY 281	Corequisites: OTA 130
Corequisites: OTA 130		Effective Term: 1997*02	
Effective Term: 1997*02		This course uses theories/principles related to psychological/psychiatric health and illnesses and provides training in assessing/treating symptoms of dysfunction and therapeutic use of self and groups. Topics include psychiatric illnesses, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group treatment for client conditions related to psychosocial dysfunction recognizing temporal/socioeconomic/cultural contexts.	
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.			
OTA 162** Fieldwork I-Placement 2	0 0 3 1	OTA 220** OT Media II	1 6 0 3
Prerequisites: OTA 120 and OTA 140		Prerequisites: OTA 120 and OTA 130	
Corequisites: OTA 130		Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.		This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, environmental controls, and ADA issues. Topics include ergonomics and hand function, splint selection/fabrication, changes that improve access for persons with disabilities, use of modalities in treatment, and computers in OT intervention. Upon completion, students should be able to demonstrate proficiency fabricating/monitoring orthotic devices, constructing/modifying assistive devices, using ADA guidelines, and using computers for therapeutic purposes.	
OTA 163** Fieldwork I-Placement 3	0 0 3 1	OTA 240** Professional Skills II	0 3 0 1
Prerequisites: OTA 120 and OTA 140		Prerequisites: OTA 140	Corequisites: None
Corequisites: OTA 130		Effective Term: 1997*02	
Effective Term: 1997*02		This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles/responsibilities, detailed examination of the supervisory process, professional participation in organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan/implement a professional activity, and perform routine clinic management tasks.	
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.			
OTA 170** Physical Dysfunction	2 3 0 3	OTA 250** Life Span Skills II	2 3 0 3
Prerequisites: None	Corequisites: OTA 130	Prerequisites: None	
Effective Term: 1997*02		Corequisites: PSY 241, OTA 170 and OTA 180	
This course is designed to provide knowledge and skills needed for working with individuals experiencing varied medical/physical conditions within their socioeconomic and cultural environments. Topics include medical terminology, common diagnoses, structures/functions that change with disease processes, assessment/treatment priorities for specific problems/conditions, treatment planning, and intervention. Upon completion, students should be able to recognize common symptoms, prioritize problems, and provide for patient safety and infection control when planning and implementing treatment.		Effective Term: 1998*03	
		This course uses knowledge gained from PSY 241 as it applies to OT practice from young adulthood through	

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
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old age. Emphasis is placed on identification/discussion of common disabilities/chronic diseases, assessments, planning and interventions used with these populations, and activity programming. Upon completion, students should be able to identify/use assessments, interventions, and activities for adults with selected disabilities/losses in various settings.

OTA 260 Fieldwork II-Placement 1 0 0 18 6**

Prerequisites: None Corequisites: None

Effective Term: 1998*03

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

OTA 261 Fieldwork II-Placement 2 0 0 18 6**

Prerequisites: None Corequisites: None

Effective Term: 1998*03

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

OTA 280 Professional Transitions 0 2 0 1**

Prerequisites: OTA 260 or OTA 261

Corequisites: OTA 260 or OTA 261

Effective Term: 1997*02

This course provides closure to the educational program following Fieldwork II placements. Emphasis is placed on portfolio development and presentation, program evaluation, Fieldwork II experience analysis and synthesis, and final preparation for the certification examination. Upon completion, students should be able to enter the OT work force with supportive documentation demonstrating progress toward meeting critical competencies set forth by the curriculum.

PHYSICAL EDUCATION

PED 110* Fit and Well for Life 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on

wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 113* Aerobics I 0 3 0 1

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 114* Aerobics II 0 3 0 1

Prerequisites: PED 113 Corequisites: None

Effective Term: 1997*02

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 117* Weight Training I 0 3 0 1

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 118* Weight Training II 0 3 0 1

Prerequisites: PED 117 Corequisites: None

Effective Term: 1997*02

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests.

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
Upon completion, students should be able to establish and implement an individualized advanced weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
PED 120* Walking for Fitness	0	3	0	1	PED 127* Karate	0	3	0	1
Prerequisites: None					Prerequisites: None				Corequisites: None
Effective Term: 1997*02					Effective Term: 1997*02				
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
PED 122* Yoga I	0	2	0	1	PED 128* Golf-Beginning	0	2	0	1
Prerequisites: None					Prerequisites: None				Corequisites: None
Effective Term: 1997*02					Effective Term: 1997*02				
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures for yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
PED 125* Self-Defense-Beginning	0	2	0	1	PED 129* Golf-Intermediate	0	2	0	1
Prerequisites: None					Prerequisites: PED 128				Corequisites: None
Effective Term: 1997*02					Effective Term: 1997*02				
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
PED 126* Self-Defense-Intermediate	0	2	0	1	PED 130* Tennis-Beginning	0	2	0	1
Prerequisites: PED 125					Prerequisites: None				Corequisites: None
Effective Term: 1997*02					Effective Term: 1997*02				
This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
PED 132* Racquetball-Beginning 0 2 0 1		basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.	
Prerequisites: None Corequisites: None		PED 181* Snow Skiing-Beginning 0 2 0 1	
Effective Term: 1997*02		Prerequisites: None Corequisites: None	
This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.		Effective Term: 1997*02	
		This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.	
PED 139* Bowling-Beginning 0 2 0 1		PED 240* Advanced PE Skills 0 2 0 1	
Prerequisites: None Corequisites: None		Prerequisites: Demonstrated advanced skills in the specific area of physical education	
Effective Term: 1997*02		Corequisites: None	
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.		Effective Term: 1998*03	
		This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.	
PED 143* Volleyball-Beginning 0 2 0 1		PHILOSOPHY	
Prerequisites: None Corequisites: None		PHI 215* Philosophical Issues 3 0 0 3	
Effective Term: 1997*02		Prerequisites: ENG 111 Corequisites: None	
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.		Effective Term: 1997*02	
		This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.	
PED 144* Volleyball-Intermediate 0 2 0 1		PHI 240* Introduction to Ethics 3 0 0 3	
Prerequisites: PED 143 Corequisites: None		Prerequisites: ENG 111 Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.		This course introduces theories about the nature and foundations of moral judgments and applications to	
PED 145* Basketball-Beginning 0 2 0 1			
Prerequisites: None Corequisites: None			
Effective Term: 1997*02			
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational			

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.		PHY 121 Applied Physics I 3 2 0 4	
		Prerequisites: None Corequisites: None	
		Effective Term: 1997*02	
		This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.	
PHYSICS		PHY 122 Applied Physics II 3 2 0 4	
PHY 102 Fundamentals of Physics II 3 2 0 4		Prerequisites: None Corequisites: None	
Prerequisites: None Corequisites: None		Effective Term: 1997*02	
Effective Term: 1997*02		This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.	
This course introduces fundamental physical concepts with emphasis on applications. Topics include systems of units, problem-solving methods, graphical analysis, electrostatics, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied to their specific programs.		PHY 125 Health Sciences Physics 3 2 0 4	
PHY 110* Conceptual Physics 3 0 0 3		Prerequisites: None Corequisites: None	
Prerequisites: None Corequisites: PHY 110A		Effective Term: 1997*02	
Effective Term: 1997*02		This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the students' area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.	
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.		PHY 131 Physics-Mechanics 3 2 0 4	
PHY 110A* Conceptual Physics Lab 0 2 0 1		Prerequisites: MAT 121 or MAT 161	
Prerequisites: None Corequisites: PHY 110		Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.		This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.	

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
PHY 132 Physics-Elec & Magnetism	3	2	0	4	completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				
Prerequisites: PHY 131	Corequisites: None								
Effective Term: 1997*02									
This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.									
PHY 133 Physics-Sound & Light	3	2	0	4	PLASTICS				
Prerequisites: PHY 131	Corequisites: None				PLA 110 Introduction to Plastics	2	0	0	2
Effective Term: 1997*02					Prerequisites: None	Corequisites: None			
This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, wave motion, sound, light, and modern physics. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.									
PHY 251* General Physics I	3	3	0	4	Effective Term: 1997*02				
Prerequisites: MAT 271	Corequisites: MAT 272				This course introduces the plastics processing industry, including thermoplastics and thermosets. Emphasis is placed on the description, classification, and properties of common plastics and processes and current trends in the industry. Upon completion, students should be able to describe the differences between thermoplastics and thermosets and recognize the basics of the different plastic processes.				
Effective Term: 1997*02					PLUMBING				
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.									
PHY 252* General Physics II	3	3	0	4	PLU 110 Modern Plumbing	4	15	0	9
Prerequisites: MAT 272 and PHY 251					Prerequisites: None	Corequisites: None			
Corequisites: None					Effective Term: 1997*02				
Effective Term: 1997*02					This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.				
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon									
PHY 252* General Physics II	3	3	0	4	PLU 120 Plumbing Applications	4	15	0	9
Prerequisites: MAT 272 and PHY 251					Prerequisites: None	Corequisites: None			
Corequisites: None					Effective Term: 1997*02				
Effective Term: 1997*02					This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.				
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon									
PHY 252* General Physics II	3	3	0	4	PLU 130 Plumbing Systems	3	9	0	6
Prerequisites: MAT 272 and PHY 251					Prerequisites: None	Corequisites: None			
Corequisites: None					Effective Term: 1997*02				
Effective Term: 1997*02					This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water,				

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr

drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

PLU 140 Intro to Plumbing Codes 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.

PLU 150 Plumbing Diagrams 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

POLITICAL SCIENCE

POL 120* American Government 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 130* State & Local Gov 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics

and their effect on the community and the individual.

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PRINTING

PRN 131 Flexography I 2 4 0 4

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course provides basic hands-on instruction in flexographic image preparation, platemaking, mounting, and printing. Emphasis is placed on taking press measurements, making and mounting plates, and obtaining quality in press operation on a narrow-web press. Upon completion, students should be able to describe and perform flexographic production procedures in pre-press, press setup, press operation, and die-cutting. *This course is limited to the students currently admitted to the Graphics Arts and Imaging Technology program.*

PRN 155 Screen Printing I 1 3 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers screen printing techniques and materials. Topics include methods, materials, design, and image and stencil preparation techniques. Upon completion, students should be able to produce single- or multi-color projects. *This course is limited to the students currently admitted to the Graphics Arts and Imaging Technology program.*

PRN 221 Offset Press Operations 1 4 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers advanced lithographic theory and provides extensive hands-on operating experience. Emphasis is placed on make-ready, press operation, maintenance, and troubleshooting of multi-color jobs on sheet-fed offset presses and duplicators. Upon completion, students should be able to set up, run, maintain, and produce commercial-quality multi-color work. *This course is limited to the students currently admitted to the Graphics Arts and Imaging Technology program.*

PRN 240 Print Estimating/Planning 3 0 0 3

Prerequisites: GRA 121 Corequisites: None

Effective Term: 1997*02

This course covers printing economics, development of cost centers, job flow throughout departments, and

Course Title	Hours Per Week			Course Title	Hours Per Week		
	Cl	Lb	Cn		Cl	Lb	Cn

material and labor costs. Topics include budgeted, hourly, cost-rate derivation; production standards and data; and analysis of other estimating procedures including computer-assisted estimating. Upon completion, students should be able to demonstrate an understanding of economic factors of the printing industry and determine all production costs of printed jobs. *This course is limited to the students currently admitted to the Graphics Arts and Imaging Technology program.*

PSYCHOLOGY

PSY 118 Interpersonal Psychology 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150* General Psychology 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course will also include a specific emphasis upon materials related to the developmental life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 241* Developmental Psych 3 0 0 3

Prerequisites: PSY 150 Corequisites: None

Effective Term: 1997*02

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive

Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 265 Behavioral Modification 3 0 0 3

Prerequisites: PSY 150 Corequisites: None

Effective Term: 1997*02

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY 281* Abnormal Psychology 3 0 0 3

Prerequisites: PSY 150 Corequisites: None

Effective Term: 1997*02

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PHYSICAL THERAPY

PTA 110 Intro to Physical Therapy** 2 3 0 3

Prerequisites: None Corequisites: None

Effective Term: 1998*03

This course introduces the field of physical therapy including the history and standards of practice for the physical therapist assistant and basic treatment techniques. Emphasis is placed on ethical and legal considerations, universal precautions, vital signs, documentation, basic patient preparation and treatment skills, and architectural barrier screening. Upon completion, students should be able to explain the role of the physical therapist assistant and demonstrate competence in basic techniques of patient care.

PTA 125 Gross & Functional Anat** 3 6 0 5

Prerequisites: None Corequisites: None

Effective Term: 1998*03

This course provides an in-depth, clinically oriented survey of gross and functional anatomy. Emphasis is

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr
placed on musculoskeletal and nervous systems and clinical biomechanics, including goniometry, basic manual muscle testing, and components of normal gait. Upon completion, students should be able to identify specific anatomical structures and describe, observe, and measure musculoskeletal posture and function.									
PTA 135** Pathology	4	0	0	4	PTA 185** PTA Clinical II	0	0	9	3
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1998*03					Effective Term: 1998*03				
This course introduces principles of pathology, processes of and normal response to injury and disease, and changes related to aging. Emphasis is placed on conditions most commonly treated in physical therapy. Upon completion, students should be able to discuss basic pathological processes and identify etiology, signs, symptoms, complications, treatment options, and prognoses of specific orthopedic conditions.									
PTA 145** Therapeutic Procedures	2	6	0	4	PTA 212** Health Care/Resources	2	0	0	2
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1998*03					Effective Term: 1998*03				
This course provides a detailed study of specific treatment procedures and the physiological principles and techniques involved. Emphasis is placed on the correct application of superficial heat and cold, massage and soft tissue mobilization, ultrasound, diathermy, traction, and electrical stimulation. Upon completion, students should be able to demonstrate competence in the application of these modalities and explain the indications, contraindications, effects, and precautions for each.									
PTA 155** PTA Clinical I	0	0	6	2	PTA 215** Therapeutic Exercise	2	3	0	3
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1998*03					Effective Term: 1998*03				
This course provides the opportunity to gain clinical experience and apply academic skills and knowledge to patient care. Emphasis is placed on performing patient care skills, observation and measurement, and professional and patient interaction. Upon completion, students should be able to demonstrate safe and effective clinical practice as measured by a standardized performance evaluation.									
PTA 165** PTA Clinical I	0	0	9	3	PTA 222** Professional Interactions	2	0	0	2
Prerequisites: None	Corequisites: None				Prerequisites: None	Corequisites: None			
Effective Term: 1998*03					Effective Term: 1998*03				
This course provides the opportunity to gain clinical experience and apply academic skills and knowledge to patient care. Emphasis is placed on performing patient care skills, observation and measurement, and professional and patient interaction. Upon completion, students should be able to demonstrate safe and effective clinical practice as measured by a standardized performance evaluation.									
This course provides an overview of various aspects of health care delivery systems and the interrelationships of health care team members. Topics include health agencies and their functions, health care team member roles, management, and other health care issues. Upon completion, students should be able to discuss the functions of health organizations and team members and aspects of health care affecting physical therapy delivery.									
This course introduces basic concepts of strengthening, endurance, and flexibility exercise and balance, gait, and posture training. Emphasis is placed on applying techniques to the treatment of orthopedic conditions. Upon completion, students should be able to safely and effectively execute basic exercise programs and balance, gait, and posture training.									
This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention, and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective									

Course Title	Hours Per Week Cl Lb Ca Cr				Course Title	Hours Per Week Cl Lb Ca Cr			
interaction with patients, families, the public, and other health care providers.									
PTA 225** Intro to Rehabilitation	3	3	0	4	RADIOGRAPHY				
Prerequisites: None	Corequisites: None				RAD 110 Rad Intro & Patient Care	2	3	0	3
Effective Term: 1998*03					Prerequisites: Enrollment in the Radiography program				
This course covers cardiovascular, pulmonary, and integumentary conditions, as well as causes and treatment of amputations. Emphasis is placed upon pathological processes as well as comprehensive treatment of the various conditions studied. Upon completion, students should be able to discuss etiology, signs, symptoms, complications, and prognoses of various conditions and implement components of a comprehensive treatment program.					Corequisites: RAD 111 and RAD 151				
					Effective Term: 1998*03				
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.									
PTA 235** Neurological Rehab	3	6	0	5	RAD 111 RAD Procedures I	3	3	0	4
Prerequisites: None	Corequisites: None				Prerequisites: Enrollment in the Radiography program				
Effective Term: 1998*03					Corequisites: RAD 110 and RAD 151				
This course covers neurological and neuromuscular conditions experienced throughout the life span. Topics include the pathology of selected conditions and the methods of rationales of various treatment approaches. Upon completion, students should be able to discuss etiology, signs, symptoms, complications, and prognoses of various conditions and implement components of a comprehensive treatment program.					Effective Term: 1998*03				
					This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.				
PTA 245** PTA Clinical III	0	0	12	4	RAD 112 RAD Procedures II	3	3	0	4
Prerequisites: None	Corequisites: None				Prerequisites: RAD 110, RAD 111, and RAD 151				
Effective Term: 1998*03					Corequisites: RAD 121 and RAD 151				
This course provides the opportunity to gain clinical experience and apply academic skills and knowledge to patient care. Emphasis is placed on performing patient care skills, observation and measurement, and professional and patient interaction. Upon completion, students should be able to demonstrate safe and effective clinical practice as measured by a standardized performance evaluation.					Effective Term: 1997*02				
					This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.				
PTA 255** PTA Clinical IV	0	0	12	4	RAD 121 Radiographic Imaging I	2	3	0	3
Prerequisites: None	Corequisites: None				Prerequisites: RAD 110, RAD 111, and RAD 151				
Effective Term: 1998*03					Corequisites: None				
This course provides the opportunity to gain clinical experience and apply academic skills and knowledge to patient care. Emphasis is placed on performing patient care skills, observation and measurement, and professional and patient interaction. Upon completion, students should be able to demonstrate safe and effective clinical practice as measured by a standardized performance evaluation.					Effective Term: 1997*02				
					This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.				

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Ca	Cr		Cl	Lb	Ca	Cr
RAD 122 Radiographic Imaging II	1	3	0	2	RAD 171 RAD Clinical Ed III	0	0	12	4
Prerequisites: RAD 112, RAD 121, and RAD 161					Prerequisites: RAD 112, RAD 121, and RAD 161				
Corequisites: RAD 131 and RAD 171					Corequisites: RAD 122 and RAD 131				
Effective Term: 1997*02					Effective Term: 1997*02				
This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.					This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.				
RAD 131 Radiographic Physics I	1	3	0	2	RAD 211 RAD Procedures III	2	3	0	3
Prerequisites: RAD 112, RAD 121, and RAD 161					Prerequisites: RAD 122				
Corequisites: RAD 122 and RAD 171					Corequisites: RAD 231, RAD 241, and RAD 251				
Effective Term: 1997*02					Effective Term: 1997*02				
This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.					This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.				
RAD 151 RAD Clinical Ed I	0	0	6	2	RAD 231 Radiographic Physics II	1	3	0	2
Prerequisites: Enrollment in the Radiography program					Prerequisites: RAD 171				
Corequisites: RAD 110 and RAD 111					Corequisites: RAD 211, RAD 241, and RAD 251				
Effective Term: 1998*03					Effective Term: 1997*02				
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.				
RAD 161 RAD Clinical Ed II	0	0	15	5	RAD 241 Radiation Protection	2	0	0	2
Prerequisites: RAD 110, RAD 111, and RAD 151					Prerequisites: RAD 122, RAD 131, and RAD 171				
Corequisites: RAD 112 and RAD 121					Corequisites: RAD 211, RAD 231, and RAD 251				
Effective Term: 1997*02					Effective Term: 1997*02				
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.				

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
RAD 245 Radiographic Analysis 2 3 0 3		RESPIRATORY THERAPY	
Prerequisites: RAD 251 Corequisites: RAD 261		RCP 110 Intro to Respiratory Care 3 3 0 4	
Effective Term: 1997*02		Prerequisites: Enrollment in the Respiratory Therapy program	
This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.		Corequisites: None	
		Effective Term: 1998*03	
		This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.	
RAD 251 RAD Clinical Ed IV 0 0 21 7		RCP 111 Therapeutics/Diagnostics 4 3 0 5	
Prerequisites: RAD 122, RAD 131, and RAD 171		Prerequisites: RCP 110 Corequisites: None	
Corequisites: RAD 211, RAD 231, and RAD 241		Effective Term: 1997*02	
Effective Term: 1997*02		This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.	
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.			
RAD 261 RAD Clinical Ed V 0 0 21 7		RCP 112 Patient Management 3 3 0 4	
Prerequisites: RAD 251 Corequisites: RAD 245		Prerequisites: RCP 111 Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.		This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.	
RAD 282 RAD Clinical Elective 0 0 6 2		RCP 113 RCP Pharmacology 2 0 0 2	
Prerequisites: Enrollment in the Radiography program		Prerequisites: Enrollment in the Respiratory Therapy program	
Corequisites: None		Corequisites: None	
Effective Term: 1998*03		Effective Term: 1998*03	
This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.		This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluations.	

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
RCP 114 C-P Anatomy & Physiology 3 0 0 3 Prerequisites: BIO 163 or BIO 165 and BIO 166 or BIO 168 and BIO 169 Corequisites: None Effective Term: 1997*02 This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.		care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.	
RCP 115 C-P Pathophysiology 2 0 0 2 Prerequisites: BIO 163 Corequisites: None Effective Term: 1998*01 This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.		RCP 145 RCP Clinical Practice II 0 0 15 5 Prerequisites: RCP 110 Corequisites: RCP 111 Effective Term: 1997*02 This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.	
RCP 122 Special Practice Lab 0 2 0 1 Prerequisites: Enrollment in the Respiratory Therapy program Corequisites: None Effective Term: 1998*03 This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.		RCP 153 RCP Clinical Practice III 0 0 9 3 Prerequisites: RCP 111 Corequisites: None Effective Term: 1997*02 This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.	
RCP 123 Special Practice Lab 0 3 0 1 Prerequisites: Enrollment in the Respiratory Therapy program Corequisites: None Effective Term: 1998*03 This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.		RCP 210 Critical Care Concepts 3 3 0 4 Prerequisites: Successful completion of three semesters of the Respiratory Therapy program Corequisites: None Effective Term: 1998*03 This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.	
RCP 132 RCP Clinical Practice I 0 0 6 2 Prerequisites: Enrollment in the Respiratory Therapy program Corequisites: RCP 110 Effective Term: 1998*03 This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient		RCP 211 Adv Monitoring/Procedures 3 3 0 4 Prerequisites: RCP 210 Corequisites: None Effective Term: 1997*02 This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.	
		RCP 214 Neonatal/Ped's RC 1 3 0 2 Prerequisites: RCP 111 Corequisites: None Effective Term: 1997*02 This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and	

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Ca	Cr		Cl	Lb	Ca	Cr

children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations.

RCP 215 Career Prep-Adv Level 0 3 0 1

Prerequisites: **Enrollment in the Respiratory Therapy program**

Corequisites: None

Effective Term: 1998*03

This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.

RCP 223 Special Practice Lab 0 3 0 1

Prerequisites: **Enrollment in the Respiratory Therapy program**

Corequisites: None

Effective Term: 1998*03

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

RCP 236 RCP Clinical Practice IV 0 0 18 6

Prerequisites: RCP 111 Corequisites: RCP 210

Effective Term: 1997*02

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 247 RCP Clinical Practice V 0 0 21 7

Prerequisites: RCP 210 Corequisites: RCP 211

Effective Term: 1997*02

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

REAL ESTATE APPRAISAL

REA 101 Intro Real Est App R-1 2 0 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the entire valuation process, with specific coverage of residential neighborhood and

property analysis. Topics include basic real property law, concepts of value and operation of real estate markets, mathematical and statistical concepts, finance, and residential construction/design. Upon completion, students should be able to demonstrate adequate preparation for REA 102.

REA 102 Valuation Prin & Prac R-2 2 0 0 2

Prerequisites: REA 101 Corequisites: None

Effective Term: 1997*02

This course introduces procedures used to develop an estimate of value and how the various principles of value relate to the application of such procedures. Topics include the sales comparison approach, site valuation, sales comparison, the cost approach, the income approach, and reconciliation. Upon completion, students should be able to complete the Uniform Residential Appraisal Report (URAR).

REA 103 Applied Res Prop Val R-3 2 0 0 2

Prerequisites: REA 102 Corequisites: None

Effective Term: 1997*02

This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Financial Institutions Reform and Recovery Enforcement Act (FIRREA), Uniform Standards of Professional Appraisal Practice (USPAP), and North Carolina statutes and rules. Upon completion, students should be able to demonstrate eligibility to sit for the NC Appraisal Board license trainee examination and to enroll in REA 201.

REA 201 Intro Income Prop App G-1 2 0 0 2

Prerequisites: REA 103 Corequisites: None

Effective Term: 1997*02

This course introduces concepts and techniques used to appraise real estate income properties. Topics include real estate market analysis, property analysis and site valuation, how to use financial calculators, present value, NOI, and before-tax cash flow. Upon completion, students should be able to estimate income property values using direct capitalization and to sit for the NC Certified Residential Appraiser examination.

REA 202 Adv Inc Capital Proc G-2 2 0 0 2

Prerequisites: REA 201

Corequisites: None

Effective Term: 1997*02

This course expands direct capitalization techniques and introduces yield capitalization. Topics include yield rates, discounted cash flow, financial leverage, and

Course Title	Hours Per Week					Course Title	Hours Per Week				
		Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr

traditional yield capitalization formulas. Upon completion, students should be able to estimate the value of income producing property using yield capitalization techniques. *A financial calculator is required for this course.*

REA 203 Applied Inc Prop Val G-3 2 0 0 2
 Prerequisites: REA 202 Corequisites: None
 Effective Term: 1997*02

This course covers the laws, rules, and standards pertaining to the principles and practices applicable to the appraisal of income properties. Topics include FIRREA, USPAP, Uniform Commercial and Industrial Appraisal Report (UCIAR) form, North Carolina statutes and rules, and case studies. Upon completion, students should be able to prepare a narrative report that conforms to the USPAP and sit for the NC Certified General Appraisal examination.

READING

RED 070 Essential Reading Skills 3 2 0 4
 Prerequisites: None Corequisites: None
 Effective Term: 2000*03

This course is designed to strengthen reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

RED 080 Intro to College Reading 3 2 0 4
 Prerequisites: RED 070 or ENG 075
 Corequisites: None
 Effective Term: 1997*02

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.

RED 090 Improved College Reading 3 2 0 4
 Prerequisites: RED 080 or ENG 085
 Corequisites: None
 Effective Term: 1997*02

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement;

extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material.

RELIGION

REL 110* World Religions 3 0 0 3
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 211* Intro to Old Testament 3 0 0 3
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 212* Intro to New Testament 3 0 0 3
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course is a survey of the literature of first century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 221* Religion in America 3 0 0 3
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr

mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REAL ESTATE

RLS 112 Real Estate Fundamentals 5 0 0 5
Prerequisites: None Corequisites: None
Effective Term: 2000*03

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

RLS 113 Real Estate Mathematics 2 0 0 2
Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.

RLS 117 Real Estate Broker 4 0 0 4
Prerequisites: RLS 112 Corequisites: None
Effective Term: 1997*02

This course consists of advanced-level instruction on a variety of topics related to Real Estate law and brokerage practices. Topics include: real estate brokerage, finance and sales, RESPA, fair housing issues, selected NC Real Estate License Law and NC Real Estate Commission Rule issues. Upon completion, students should be able to demonstrate knowledge of real estate brokerage, law and finance.

RLS 216 Land Use Controls 2 0 0 2
Prerequisites: RLS 112 Corequisites: None
Effective Term: 1997*02

This course analyzes private and public issues germane to the "highest and best use" of real property. Topics include the property survey, zoning ordinances,

financing, and other considerations appropriate to the development of real property. Upon completion, students should be able to explain public policies and considerations regarding the uses and development of private property.

RLS 220 Real Est Invest Analysis 3 0 0 3
Prerequisites: BUS 225 Corequisites: None
Effective Term: 1997*02

This course introduces techniques necessary to compare alternative real estate investments. Topics include analysis of positive and negative cash flows, risk and return, acquisition, ownership, disposition of real property, and tax considerations. Upon completion, students should be able to select from alternative investment opportunities.

RADIATION THERAPY

RTT 121 Special Imaging 2 0 0 2
Prerequisites: RAD 121 and RTT 151
Corequisites: RTT 161
Effective Term: 1997*02

This course introduces special imaging modalities including computed tomography and magnetic resonance imaging. Emphasis is placed on the comparison of computed tomography and magnetic resonance imaging for the visualization of various neoplasms. Upon completion, students should be able to demonstrate proper utilization of special imaging modalities relative to radiation treatment planning.

RTT 151 RTT Clinical Ed II 0 0 9 3
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 121
Effective Term: 1997*02

This course provides additional experience in patient management and in the more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 161 RTT Clinical Ed III 0 0 6 2
Prerequisites: RAD 121 and RTT 151
Corequisites: RTT 121
Effective Term: 1997*02

This course provides the opportunity to become proficient in basic procedures and gain experience in advanced areas. Emphasis is placed on special imaging areas to include computed tomography and magnetic

resonance imaging with an introduction to radiation therapy. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 210 Radiobiology 2 0 0 2

Prerequisites: RTT 161
Corequisites: RTT 220, RTT 221, RTT 230 or RTT 233 and RTT 238 or RTT 240

Effective Term: 1997*02

This course focuses on the biological effects of ionizing radiation, tissue sensitivity, and tissue response to radiation. Emphasis is placed on methods of radiation protection applicable to tumor localization and treatment delivery. Upon completion, students should be able to demonstrate an understanding of the effects of ionizing radiation on the body.

RTT 220 Rad Therapy Orientation 2 0 0 2

Prerequisites: RTT 161
Corequisites: RTT 210, RTT 221, RTT 230 or RTT 233 and RTT 238 or RTT 240

Effective Term: 1997*02

This course introduces the operations of radiation therapy departments. Emphasis is placed on patient care in the clinical setting, familiarization with therapy equipment, and the role of the radiation therapist. Upon completion, students should be able to demonstrate an understanding of the roles of a radiation therapist.

RTT 221 Clinical Oncology I 3 0 0 3

Prerequisites: RTT 161
Corequisites: RTT 210, RTT 220, RTT 230 or RTT 233 and RTT 238 or RTT 240

Effective Term: 2003*01

This course introduces the principles of carcinogenesis and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.

RTT 222 Clinical Oncology II 3 0 0 3

Prerequisites: RTT 238 or RTT 240-
Corequisites: BIO 271 and RTT 231 or RTT 239 or RTT 241 or RTT 243 or RTT 244

Effective Term: 2003*01

This course continues the study of neoplasia in relation to specific anatomical systems. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.

RTT 230 Rad Therapy Physics 3 0 0 3

Prerequisites: RTT 121
Corequisites: RTT 210, RTT 220, RTT 221, and RTT 238 or RTT 240

Effective Term: 1997*02

This course provides a study of the interaction of radiation with matter. Emphasis is placed on atomic interactions and dose measurement techniques. Upon completion, students should be able to demonstrate a knowledge of radiation interactions and dose measurement procedures as they apply to radiation safety.

RTT 231 Dosimetry 3 0 0 3

Prerequisites: RTT 238 or RTT 240
Corequisites: RTT 222 and RTT 239 or RTT 241 or RTT 243 or RTT 244

Effective Term: 1997*02

This course is a study of clinical dosimetry and treatment planning. Emphasis is placed on treatment planning techniques and beam arrangements. Upon completion, students should be able to demonstrate a knowledge of dosimetry procedures used to treat various neoplasms.

RTT 232 Rad Therapy Procedures 2 0 0 2

Prerequisites: RTT 222, RTT 231 or RTT 234, and RTT 239 or RTT 241, RTT 243 or RTT 244
Corequisites: RTT 246
Effective Term: 1997*02

This course covers routine and new techniques in simulation and treatment procedures. Emphasis is placed on treatment choices relative to the tumor site and modality selected. Upon completion, students should be able to demonstrate an understanding of basic and advanced treatment procedures.

RTT 238 RTT Clinical Ed IV 0 2 15 6

Prerequisites: RTT 161
Corequisites: RTT 210, RTT 220, RTT 221, and RTT 230 or RTT 233
Effective Term: 1997*02

This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of the radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 239 RTT Clinical Ed V 0 2 18 7

Prerequisites: RTT 210, RTT 220, RTT 221, and RTT 230 or RTT 233
Corequisites: RTT 222 and RTT 231 or RTT 234
Effective Term: 1997*02

This course provides additional experience in patient management. Emphasis is placed on the development

Course Title	Hours Per Week				Course Title	Hours Per Week			
	Cl	Lb	Cn	Cr		Cl	Lb	Cn	Cr

and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of objectives.

RTT 246 RTT Clinical Ed VI 0 0 18 6

Prerequisites: RTT 239, RTT 241, RTT 243, or RTT 244

Corequisites: RTT 232

Effective Term: 1997*02

This course promotes clinical practice on a more independent level of performance. Emphasis is placed on the utilization of equipment, patient care techniques, and treatment considerations for more complicated radiation therapy procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RECREATIONAL VEHICLE MAINTENANCE & REPAIR

RVM 110 Introduction to RV 2 0 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the use of basic hand tools and equipment used in the repair of recreational vehicles. Topics include service area safety practices, technician liability, service documentation, classification, manufacturer's manuals, procedures, industrial codes and standards. Upon completion, students should be able to begin service and maintenance procedures on all classifications of recreational vehicles.

RVM 112 RV Preventive Maintenance 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course is designed to acquaint students with the procedures necessary to complete routine inspections and maintenance of the RV. Emphasis is placed on techniques and procedures to insure a RV's safe and dependable operation. Upon completion, students should be able to do visual inspections, periodic checks and tests, equipment adjustments, fluid replacement, lubrication, filter changes, and belt replacement.

RVM 115 Pre-Delivery Inspection 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the pre-delivery preparation necessary for new units to be ready for the customer on delivery of the vehicle. Topics include following original equipment manufacturer's (OEM) guidelines and checklists to insure that all systems and components are

in working order. Upon completion, students should be able to follow prescribed checklist to perform pre-delivery inspections.

RVM 125 RV Electrical Systems 2 6 0 4

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course includes basic electrical concepts, AC/DC circuit fundamentals, test equipment operation, and interpretation. Emphasis is placed on the study of various RV systems and appliances as to their operation, diagnosis, and repair. Upon completion, students should be able to troubleshoot, repair or replace electrical circuits and components and auxiliary systems in RV's.

RVM 130 LP Gas Systems/Appliances 1 2 0 2

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course introduces the fundamental operation of liquefied petroleum gas as a power supply in recreational vehicles. Topics include propane gas distribution systems, water heaters, ranges, refrigerators, furnaces, ice makes, LP gas characteristics, codes, and safety procedures. Upon completion, students should be able to safely inspect, troubleshoot, repair or replace LP gas distribution system components according to industry and government standards.

RVM 140 Brake, Towing/Suspensions 1 2 0 2

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course provides an overview of primary and auxiliary suspension systems, towing and electric brake systems. Emphasis is placed on the skills to inspect, install, troubleshoot, repair or replace suspension, electric brake and towing systems and their component parts. Upon completion, students should be able to service and maintain these systems on all types of recreational vehicles.

RVM 150 Air Conditioning Systems 1 2 0 2

Prerequisites: None

Corequisites: None

Effective Term: 1997*02

This course introduces basic refrigeration theory and operating principles. Topics include the Clean Air Act and mandatory certification in handling CFC's, methods of CFC recovery and recycling, installation, troubleshooting, repair and replacement of components. Upon completion, students should be able to inspect, diagnose, and repair RV air conditioning systems.

Course Title		Hours Per Week				Course Title		Hours Per Week			
		Cl	Lb	Cn	Cr			Cl	Lb	Cn	Cr
RVM 160	RV Water Systems	2	4	0	4	SPEECH-LANGUAGE PATHOLOGY					
Prerequisites: None		Corequisites: None				SLP 111	Ethics and Standards for SLPAs	3	0	0	3
Effective Term: 1997*02						Prerequisites: None		Corequisites: None			
This course is designed to introduce students to the various water systems in a recreational vehicle. Topics include the operation, troubleshooting, repair and/or replacement of fresh and waste water systems and components found in a recreational vehicle. Upon completion, students should be able to inspect, diagnose, and repair RV water systems.						Effective Term: 2001*03		This course provides an overview of the theory, practice, and philosophy of speech-language pathology assisting. Topics include legal and ethical issues, scope of practice, multiculturalism, and diversity. Upon completion, students should be able to describe characteristics of the profession and identify components of safe and ethical practice.			
RVM 170	RV Fluid Power	1	2	0	2	SLP 112	SLPA Anatomy & Physiology	3	0	0	3
Prerequisites: None		Corequisites: None				Prerequisites: BIO 163, BIO 166, or BIO 169		Corequisites: None			
Effective Term: 1997*02						Effective Term: 2001*03		This course introduces the basic pathophysiology of the orofacial and thoracic structures of the human body. Emphasis is placed on the most commonly treated speech, language, and hearing disorders. Upon completion, students should be able to identify and describe basic pathophysiology related to the production of speech and hearing.			
This course provides an overview of fluid power principles, concepts, and applications utilized in recreational vehicles. Emphasis is placed on pneumatic and hydraulic power generation, controls, and activation devices found in recreational vehicles. Upon completion, students should be able to do visual inspections, periodic checks and tests with equipment, and repair fluid power systems and components as needed.						SLP 120	SLPA Administrative Procedures & Mgt	2	0	0	2
RVM 180	Heating/Mechanical System	1	3	0	2	Prerequisites: Enrollment in the SLPA program		Corequisites: None			
Prerequisites: RVM 130		Corequisites: None				Effective Term: 2001*03		This course covers organizational and functional skills appropriate to the speech-language pathology workplace. Emphasis is placed on scheduling, office etiquette, operation of office equipment, time management, speech-language therapy management, and quality issues. Upon completion, students should be able to demonstrate correct operation of office equipment and work cooperatively and effectively within the speech-language pathology professional environment.			
Effective Term: 1997*02						SLP 130	Phonetics/Speech Patterns	2	2	0	3
This course covers the operation, maintenance, and replacement of RV heating and other mechanical systems. Topics include troubleshooting, repair and replacement of furnaces, other components, and the basic principles of gears, levers, pulleys, solids, liquids, and gases in RV's. Upon completion, students should be able to provide routine inspection, maintenance and repair of heating and other mechanical systems in RV's.						Prerequisites: Enrollment in the SLPA program		Corequisites: None			
RVM 190	Interior/Exterior Coach	2	4	0	4	Effective Term: 1998*03		This course introduces the International Phonetic Alphabet and the categories of speech sounds, including			
Prerequisites: None		Corequisites: None									
Effective Term: 1997*02											
This course introduces structural characteristics of the interior and exterior components of recreational vehicles, including accessories. Topics include interior cabinetry, furniture, hardware, paneling, fabrics, windows, doors, exterior sidewalls, roofing, locating and repairing water and air leaks, body repair, and painting. Upon completion, students should be able to work with wood, metal, plastic, and cloth for making interior and exterior repairs on recreational vehicles.											

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
production of effective natural speech. Upon completion, students should be able to transcribe and categorize speech sounds and understand the relationship between respiration, articulation, and phonation during natural speech.		for speech, language, and hearing disorders. Upon completion, students should be able to instruct the patient and caregiver in the use and maintenance of assistive communication equipment.	
SLP 140 Normal Communication 3 0 0 3		SLP 230 SLPA Fieldwork 0 0 12 4	
Prerequisites: Enrollment in the SLPA program		Prerequisites: SLP 211	
Corequisites: None		Corequisites: SLP 212 and SLP 231	
Effective Term: 1998*03		Effective Term: 2001*03	
This course introduces normal verbal and non-verbal communications across the life span, including appropriate social interaction with diverse populations. Topics include normal speech, language, and hearing in a multicultural society and an introduction to screening for normality and abnormality. Upon completion, students should be able to identify normal speech, language, and hearing patterns.		This course provides supervised fieldwork experience in speech-language pathology assisting in a minimum of two diverse sites. Emphasis is placed on the use of written protocols in providing patient care. Upon completion, students should be able to integrate ethical concepts into safe and effective clinical practice.	
SLP 211 Developmental Disorders 3 2 0 4		SLP 231 SLPA Fieldwork Seminar 3 0 0 3	
Prerequisites: SLP 111, SLP 112, SLP 130, and SLP 140		Prerequisites: SLP 211	
Corequisites: None		Corequisites: SLP 212 and SLP 230	
Effective Term: 2001*03		Effective Term: 2001*03	
This course covers screening for speech, language, and hearing disorders; use of observational checklists; and administration of therapeutic protocols. Emphasis is placed on conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of developmental speech, language, and hearing disorders.		This course provides an opportunity to discuss fieldwork experiences with peers and faculty. Emphasis is placed on management of clinical problems, conflict resolution, and job seeking and retention skills. Upon completion, students should be able to meet entry-level requirements for speech-language pathology assistants.	
SLP 212 Acquired Disorders 3 2 3 5		SOCIOLOGY	
Prerequisites: SLP 111, SLP 112, SLP 130, and SLP 140		SOC 210* Introduction to Sociology 3 0 0 3	
Corequisites: None		Prerequisites: None	
Effective Term: 2001*03		Corequisites: None	
This course includes an introduction to clinical settings. Emphasis is placed on acquired conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of acquired speech, language, and hearing disorders.		Effective Term: 1997*02	
SLP 220 Assistive Technology 1 2 0 2		This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.	
Prerequisites: SLP 111, SLP 130, and SLP 140		SOC 213* Sociology of the Family 3 0 0 3	
Corequisites: SLP 211		Prerequisites: None	
Effective Term: 1997*02		Corequisites: None	
This course introduces the preparation, use, and maintenance of selected communication equipment in the treatment of respective disorders. Emphasis is placed on the collaborative use of assistive equipment		Effective Term: 1997*02	
		This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion,	

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.		SON 111 Sonographic Physics 3 3 0 4	
		Prerequisites: CVS 163 or SON 110	
		Corequisites: None	
		Effective Term: 1997*02	
		This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.	
SOC 215* Group Processes 3 0 0 3		SON 120 SON Clinical Ed I 0 0 15 5	
Prerequisites: None	Corequisites: None	Prerequisites: SON 110	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course introduces group processes and dynamics. Emphasis is placed on small group experiences, roles and relationships within groups, communication, cooperation and conflict resolution, and managing diversity within and among groups. Upon completion, students should be able to demonstrate the knowledge and skills essential to analyze group interaction and to work effectively in a group context. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.		This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.	
SOC 225* Social Diversity 3 0 0 3		SON 121 SON Clinical Ed II 0 0 15 5	
Prerequisites: None	Corequisites: None	Prerequisites: SON 120	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.		This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.	
		SON 130 Abdominal Sonography I 2 3 0 3	
		Prerequisites: Enrollment in the Medical Sonography program	
		Corequisites: None	
		Effective Term: 1998*03	
		This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.	
MEDICAL SONOGRAPHY		SON 131 Abdominal Sonography II 1 3 0 2	
SON 110 Intro to Sonography 1 3 3 3		Prerequisites: SON 130	Corequisites: None
Prerequisites: Enrollment in the Medical Sonography or Cardiovascular Sonography programs.		Effective Term: 1997*02	
Corequisites: SON 130		This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.	
Effective Term: 1998*03			
This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.			

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr
SON 140 Gynecological Sonography 2 0 0 2		SON 241 Obstetrical Sonography I 2 0 0 2	
Prerequisites: SON 110 or enrollment in the Medical Sonography program and SON 130		Prerequisites: SON 110 or enrollment in the Medical Sonography certificate program and SON 121	
Corequisites: None Effective Term: 1998*03		Corequisites: None Effective Term: 1998*03	
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.		This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.	
SON 220 SON Clinical Ed III 0 0 24 8		SON 242 Obstetrical Sonography II 2 0 0 2	
Prerequisites: SON 121 Corequisites: None Effective Term: 1997*02		Prerequisites: SON 241 Corequisites: None Effective Term: 1997*02	
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.		This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.	
SON 221 SON Clinical Ed IV 0 0 24 8		SON 250 Vascular Sonography 1 3 0 2	
Prerequisites: SON 220 Corequisites: None Effective Term: 1997*02		Prerequisites: SON 111, SON 121, and SON 274 Corequisites: None Effective Term: 1997*02	
This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.		This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.	
SON 222 Selected SON Clinical Ed 0 0 6 2		SON 272 Advanced Pathology 0 3 0 1	
Prerequisites: SON 110 Corequisites: None Effective Term: 1998*03		Prerequisites: SON 110 or enrollment in the Medical Sonography program and SON 131 and SON 241 Corequisites: None Effective Term: 1998*03	
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating selected sonographic examinations. Upon completion, students should be able to image, process, and evaluate selected sonographic examinations.		This course is designed to concentrate on complex pathological states seen on sonograms. Emphasis is placed on systemic diseases and multi-organ disease states as seen on sonograms. Upon completion, students should be able to research, present, and discuss system diseases presented on sonograms.	
SON 225 Case Studies 0 3 0 1		SON 274 Neurosonology 2 0 0 2	
Prerequisites: SON 110 or CVS 163 Corequisites: None Effective Term: 1998*03		Prerequisites: SON 110 or enrollment in the Medical Sonography program Corequisites: None Effective Term: 1998*03	
This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.		This course covers the applications of sonography in neurology. Topics include neurological problems as	

Course Title	Hours Per Week	Course Title	Hours Per Week
	Cl Lb Cn Cr		Cl Lb Cn Cr

documented by sonography. Upon completion, students should be able to demonstrate the techniques for documenting neurological anatomy and pathological conditions as seen on sonograms.

SON 276 Fetal Echocardiography 1 0 0 1
 Prerequisites: **Enrollment in the Medical Sonography or Cardiovascular Sonography programs and SON 241**

Corequisites: None
 Effective Term: 1998*03

This course introduces the normal and abnormal development of the fetal heart with correlation to sonographic evaluation. Emphasis is placed on cardiac anatomy and physiology in the normal fetus as well as cardiac defects. Upon completion, students should be able to identify and evaluate normal and abnormal fetal cardiac structures.

SON 289 Sonographic Topics 2 0 0 2
 Prerequisites: SON 220 Corequisites: SON 221
 Effective Term: 1997*02

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

SPANISH

SPA 110 Introduction to Spanish 2 0 0 2
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish.

SPA 111* Elementary Spanish I 3 0 0 3
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation

Agreement general education core requirement in humanities/fine arts. *Students with no prior Spanish are recommended to take SPA 110.*

SPA 112* Elementary Spanish II 3 0 0 3
 Prerequisites: SPA 111 Corequisites: None
 Effective Term: 1997*02

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 141* Culture and Civilization 3 0 0 3
 Prerequisites: None Corequisites: None
 Effective Term: 1997*02

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 161* Cultural Immersion 2 3 0 3
 Prerequisites: SPA 111 Corequisites: None
 Effective Term: 1997*02

This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 211* Intermediate Spanish I 3 0 0 3
 Prerequisites: SPA 112 Corequisites: None
 Effective Term: 1997*02

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students

Course Title	Hours Per Week Cl Lb Cn Cr	Course Title	Hours Per Week Cl Lb Cn Cr

should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 212* Intermediate Spanish II 3 0 0 3

Prerequisites: SPA 211 Corequisites: None
Effective Term: 1997*02

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 221* Spanish Conversation 3 0 0 3

Prerequisites: SPA 212 Corequisites: None
Effective Term: 1997*02

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

WELDING

WLD 110 Cutting Processes 1 3 0 2

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112 Basic Welding Processes 1 3 0 2

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set

up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate 2 9 0 5

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe 1 9 0 4

Prerequisites: WLD 115 Corequisites: None
Effective Term: 1997*02

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 GMAW (MIG) FCAW/Plate 2 6 0 4

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131 GTAW (TIG) Plate 2 6 0 4

Prerequisites: None Corequisites: None
Effective Term: 1997*02

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132 GTAW (TIG) Plate/Pipe 1 6 0 3

Prerequisites: WLD 131 Corequisites: None
Effective Term: 1997*02

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with

Course Title	Hours Per Week Cl Lb Ca Cr	Course Title	Hours Per Week Cl Lb Ca Cr
emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.		WLD 215 SMAW (Stick) Pipe 1 9 0 4	
		Prerequisites: WLD 115 or WLD 116	
		Corequisites: None	
		Effective Term: 1997*02	
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.			
WLD 141 Symbols & Specifications 2 2 0 3		WLD 231 GTAW (TIG) Pipe 1 6 0 3	
Prerequisites: None	Corequisites: None	Prerequisites: WLD 132	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.		This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.	
WLD 143 Welding Metallurgy 1 2 0 2		WLD 251 Fabrication II 1 6 0 3	
Prerequisites: None	Corequisites: None	Prerequisites: WLD 151	Corequisites: None
Effective Term: 1997*02		Effective Term: 1997*02	
This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.		This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.	
WLD 145 Thermoplastic Welding 1 3 0 2		WLD 261 Certification Practices 1 3 0 2	
Prerequisites: None	Corequisites: None	Prerequisites: WLD 115, WLD 121, and WLD 131	
Effective Term: 1997*02		Corequisites: None	
This course introduces the thermoplastic welding processes and materials identification. Topics include filler material selection, identification, joint design, and equipment setup with emphasis on bead types and applications. Upon completion, students should be able to perform fillet and groove welds using thermoplastic materials.		Effective Term: 1997*02	
		This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.	
WLD 151 Fabrication I 2 6 0 4		WLD 265 Automated Welding/Cutting 2 6 0 4	
Prerequisites: WLD 110, WLD 115, WLD 116, and WLD 131		Prerequisites: WLD 110 and WLD 121	
Corequisites: None		Corequisites: None	
Effective Term: 1997*02		Effective Term: 1997*02	
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.		This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.	

Definition of **bold** type and *bold and italic* type.

Bold typed prerequisites and corequisites are requirements at the local community college level. If a prerequisite and/or corequisite are regular font type, they are state mandated requirements and cannot be waived.

Bold and italic type at the end of a course description indicate local community college level requirements.

Definition of * and ** beside course numbers.

The * beside a course number indicates that the course has been approved for transfer through the Comprehensive Articulation Agreement.

The ** beside a course number indicates that the course is taught at another community college through a consortium agreement. This course will not be taught at Forsyth Tech.

BOARD OF TRUSTEES

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 Vice Chair **Dr. Kenneth M. Sadler**
 Secretary **Dr. Gary M. Green**

APPOINTED BY THE GOVERNOR

	<i>Term Expires</i>
John T. Eagan Jr. President, Eagan & Sons	2005
Robert F. Joyce Chief Deputy, Forsyth County Sheriff's Department	2003
Kenneth M. Sadler, D.D.S. President/Administrative Director, Winston-Salem Dental Care	2004
R. Michael Wells Attorney, Wells, Jenkins, Lucas, and Jenkins, PLLC	2002

APPOINTED BY COUNTY COMMISSIONERS

A. L. "Buddy" Collins Attorney, A. L. Collins	2003
Derek S. Duggins President, D.S. Duggins Welding, Inc.	2005
Gordon B. Hughes AT&T (Retired)	2002
Andrea D. Kepple Winston-Salem/Forsyth County Schools (Retired)	2004

APPOINTED BY THE WINSTON-SALEM/ FORSYTH COUNTY BOARD OF EDUCATION

Joyce E. Glass Registered Nurse, Medical Park Hospital	2004
Jeffrey R. McFadden Attorney, Womble, Carlyle, Sandridge, & Rice	2003
Dewitt E. Rhoades President, DERA, Inc.	2002
William F. Sayers, M.D. Novant Health (Retired)	2005

APPOINTED BY THE STUDENT GOVERNMENT ASSOCIATION

Current SGA President *Elected Annually*
 (Nonvoting Member)

ADMINISTRATION

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Vacant
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 Vice President, Institutional Advancement;
 Executive Director, Forsyth Tech Foundation
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 Vice President, Business Services
Dr. Rose H. Johnson
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 Vice President, Administration and Planning
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 Dean, Business Information Technologies
J. Randel Candelaria
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 Dean, Adult Literacy
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 Dean, Corporate Education
Darrell H. Hill
 Dean, Engineering Technologies
Dr. Sarah E. Hutslar
 Dean, Health Technologies
John R. Slade Jr.
 Dean, Arts and Sciences

FACULTY AND STAFF

Adams, Alice E.

Instructor, Life Sciences
B.S., Guilford College; M.A., Appalachian State University

Adams, Debra A.

Accounting Technician/Cashier, Financial Services

Allen, Marvin L.

Assistant to the President for Technology Development;
Dean, Business Information Technologies
B.A., Davidson College; M.B.A., East Carolina University

Ashtburn, L. Jill

Accounting Clerk/Secretary, Financial Services
A.A.S., Forsyth Technical Community College

Baggett, Tracy R.

Director, Learning Center
B.S., Pfeiffer College; M.A., Appalachian State University

Bailey, Kristie F.

Program Coordinator, Criminal Justice/Latent Evidence
B.S., East Carolina University

Baker, Susan A.

Instructor, Associate Degree Nursing
B.S.N., Virginia Commonwealth University

Baldwin, Beverly C.

Instructor, Horticulture
B.S.A., M.Ed., University of Georgia

Barringer, Barbara J.

Director, Employment Assistance Center
B.A., Catawba College; M.A., University of Delaware

Barringer, David M.

Groundskeeper, Physical Plant

Bauman, Loren A., M.D.

Medical Director, Respiratory Therapy Program

Bayse, Audrey G.

Recruitment and Admissions Specialist, Corporate &
Continuing Education Services
A.A.S., Forsyth Technical Community College

Beaton, Martha G.

Payroll Coordinator, Financial Services
B.S., Appalachian State University; B.S., High Point
University

Bell-Prigoleau, Teretha

Director, Human Resource Development and
Educational Career Center-JobLink
B.S., North Carolina A&T State University

Bennett, Carolyn G.

Secretary, Corporate Education
Vocational Diploma, Outremont Technical Center;
Professional Secretarial Diploma, Laval School

Berra, Ronald J.

Coordinator, Vocational and Literacy Initiatives
B.S., M.S., Ph.D., Saint Louis University

Black, Joyce Ann

Lead Instructor, Practical Nursing
A.A.S., Forsyth Technical Community College;
B.S.N., Winston-Salem State University

Boddsford, Brenda B.

Graphic Designer, Marketing and Public Information
A.A.S., Guilford Technical Institute

Boger, Dale E.

Instructor, Mathematics
B.S., North Carolina State University;
M.Ed., University of Maryland

Bonds, Phyllis D.

Assistant Dean, Health Technologies;
Coordinator, Associate Degree Nursing
R.N., B.S.N., University of Bridgeport;
M.S., North Carolina A&T State University

Bosbela, Donald B.

Instructor, Radiography
B.S., North Central University; Certificate, Beloit Hospital
School of Radiologic Technology; RT(R)(CT)

Bowen, Karen A.

Staff Associate, Business Information Technologies

Brewer, Katherine B.

Programmer/Analyst, Information Systems
A.A.S., Forsyth Technical Community College

Briggs, John D.

Audiovisual Specialist, Library Services
B.S., M.A., Appalachian State University

Brimmer, Tanya L.

Secretary, Purchasing/Equipment
A.A.S., Forsyth Technical Community College

Brincefield, Christopher A.

Director, Auxiliary Services; Manager, Bookstore
B.A., M.A., East Carolina University

Brooks, Yvonne P.

Staff Assistant, Learning Resources
A.A.S., Wilkes Community College

Brown, E. Ike

Program Coordinator, Plumbing
Licensed Plumbing Contractor

Brown, Marshall D.

Maintenance Mechanic-Plumber, Physical Plant

Bryan, William E., Jr.

Accountant, Financial Services
B.S., Campbell College; Certified Local Government
Financial Officer

Brzorad, John N.

Instructor, Life Sciences
B.S., Cornell University; M.S., University of Illinois;
Ph.D., Rutgers University

Burns, Herbert I., Jr.

Department Chair, Architectural/Construction
Technologies; Program Coordinator, Architectural
Technology
A.A., Lees Junior College; B.A., University of Kentucky;
M.S., University of North Carolina at Greensboro;
Registered Architect, State of North Carolina; A.I.A.

Bush, Pamalia J.

Housekeeper, Physical Plant

Candelaria, J. Randel

Dean, Learning Resources
B.A., Davis and Elkins College; M.L.S., Indiana University

Cannon, Ethel H.

Housekeeper, Physical Plant

Cassell, John B.

Program Coordinator, Medical Sonography
A.A.S., Forsyth Technical Community College

Cates, Steven V.

Director, Human Resources
B.S., University of North Carolina at Greensboro;
M.B.A., Northern Illinois University;
D.B.A., Nova Southeastern University

Catbey, Jerri E.

Director, Technical Programs
B.A., University of North Carolina at Chapel Hill;
M.Ed., University of North Carolina at Greensboro

Chandler, Joseph W., III

Instructor, Accounting
B.S., University of South Carolina; CPA, State of North Carolina; North Carolina Real Estate Broker

Chandler, Terri S.

Secretary, Counseling/Retention Services
A.A.S., Forsyth Technical Community College

Cherry, Jewel B.

Program Coordinator, Business Administration
B.A., M.B.A., Wintrop University

Churchill, James S.

Instructor, Humanities and Fine Arts
B.A., M.A., University of North Carolina at Greensboro;
Diploma, Spanish-English Interpretation, Estudio Internacional Sampere, Madrid, Spain

Cliburn, Christopher A.

Instructor, Internet Technology
A.A.S., Forsyth Technical Community College; Microsoft Certified Professional

Cline, Brenda M.

Technology Support Assistant, Business Information Technologies
A.A., Surry Community College; A.A.S., Forsyth Technical Community College

Cline, Jane L.

Instructor, Business Administration
B.S., M.B.A., University of North Carolina at Greensboro

Cline, Janet L.

Program Coordinator, Human Services
B.A., University of North Carolina at Charlotte;
M.H.R., University of Oklahoma

Coe, Kathy H.

Secretary, Health Technologies
A.A.S., Forsyth Technical Community College

Cofer, Mona H.

Staff Assistant, Educational Partnerships
A.A., Forsyth Technical Community College

Compton, Paula J.

Director, Special Services/Testing/ADA
B.A., Atlantic Christian College

Conley, Kevin J.

Instructor, Physical Sciences
B.S., University of Oklahoma;
M.S., Michigan State University

Cook, Gwen D.

Assistant Coordinator, Records
A.A.S., Forsyth Technical Community College

Covitz, Sharon B.

Vice President, Institutional Advancement;
Executive Director, Forsyth Tech Foundation
B.A., M.Ed., University of Cincinnati; Ph.D., Boston College

Craft, Tara D.

Data Systems Specialist, Corporate & Continuing Education Services
A.A.S., Forsyth Technical Community College

Cranfill, Robin L.

Instructor, Developmental Mathematics
B.S., University of North Carolina at Greensboro;
M.Ed., North Carolina State University

Cranford, Vickie J.

Staff Assistant, Health Technologies
A.A.S., Forsyth Technical Community College

Cremedy, Castina C.

Housekeeper, Physical Plant

Crooks, Carol E.

Instructor, Developmental Mathematics
B.S., Hunter College; B.S., Winston-Salem State University;
M.S., Long Island University

Cutler, Daisy R.

Secretary, Student Activities
A.A.S., Forsyth Technical Community College

Dalton, Sandra J.

Receptionist/Secretary, Admissions

Davis, Duaine M.

Department Chair, Physical Sciences
A.S., Wytbeville Community College; B.S., Radford University; M.S., Ph.D., Virginia Polytechnic Institute and State University

Davis, Pauline R.

Lead Instructor, Practical Nursing
R.N., Bon Secours School of Nursing;
B.S.N., University of Pennsylvania

Davis, Ricky A.

Custodial and Housekeeping Supervisor, Physical Plant
B.S., North Carolina A&T State University; Institutional Maintenance Certification

Day, Garry H.

Department Chair, Commercial Production Technologies;
Program Coordinator, Graphic Arts and Imaging Technology
B.S., Appalachian State University

Day, Randy V.

Utility Custodian, Physical Plant

Delp, V. Joanne

Courier, Faculty/Staff Service Center

Desmarais, Rachel M.

Department Chair, Information Technology Education Center
B.M., Mars Hill College

DeVane, Gloria H.

Instructor, Developmental English
B.S., North Carolina Central University

DeWitt, Linda R.

Instructor, Networking Technologies
A.A.S., Forsyth Technical Community College; Novell
Instruction Certification; Novell, CNA, CNE, GNI

Dickens, Carolyn M.

Staff Associate, Corporate & Continuing Education Services

Dillard, Betty G.

Director, Mazie S. Woodruff Center
B.A., Winston-Salem State University;
M.A., Wake Forest University

Dillard, Rose B.

Secretary, Learning Center
A.A.S., Rockingham Community College

Dorsett, Samuel H.

Instructor, Information Systems
A.A.S., Forsyth Technical Community College

Draughn, Regina D.

Director, Student Financial Services
A.A.S., Forsyth Technical Community College;
B.S., Gardner-Webb University

Durbam, Deborah L.

Department Chair, Computed Tomography and Magnetic
Resonance Imaging
B.S., University of North Carolina at Chapel Hill;
A.R.R.T.(R)(CT)(MR)

Durbam, Laura S.

Program Coordinator, Health Information Technology;
Program Coordinator, Medical Assisting Technology
B.S., Averett College; Certified Medical Assistant

Dyson, Jodi M.

Financial Aid Technician (I-Z), Student Financial Services
A.A.S., Davidson County Community College

Ealey, Kimberly D.

Staff Assistant, Arts and Sciences
A.A.S., Forsyth Technical Community College

Eddy, Roger A.

Instructor, Electronic Engineering Technology
A.A.S., Forsyth Technical Community College;
B.S.E.E., Ohio State University; M.Ed., Ohio University;
North Carolina and Ohio Registered Professional Engineer

Edwards, Michael J.

Environmental Services Coordinator, Public Safety
Vocational Diploma, A.A.S.,
Forsyth Technical Community College

Eggert, Myra Lynne

Clinical Education Coordinator, Radiation Therapy
B.S., Greensboro College; Diploma, Mercy School of
Radiologic Technology; Certificate, Grady School of
Radiation Oncology; A.R.R.T.; R.T.(R)(T)

Eldridge, Brenda A.

Housekeeper, Physical Plant

Ellender, D. Michael

Maintenance Mechanic-HVAC Electrical Technician,
Physical Plant

Elliott, Sally F.

Instructor, Early Childhood Education
B.S., University of North Carolina at Greensboro

Essick, Phillip F.

PC Manager, Information Systems
A.A.S., Forsyth Technical Community College

Evans, Tanya M.

Staff Associate, Institutional Advancement and Forsyth
Tech Foundation
B.B.A., North Carolina Central University

Everhart, Ralph E.

Instructor, Electronic Engineering Technology
A.A.S., Forsyth Technical Community College;
B.S., University of North Carolina at Charlotte

Fortuna, James L., Jr.

Instructor, Humanities and Fine Arts
B.A., M.A., Ph.D., University of Florida

Fraley, Timothy E.

Director, Corporate & Continuing Education Evening and
Weekend Programs
Licensed Paramedic

Freeman, Beverly D.

Specialist/Secretary, Records
A.A.S., Forsyth Technical Community College

Freeman, Carol P.

Collection Development Librarian
B.S., Longwood College; M.L.S., University of North Carolina
at Greensboro

Freeman, Linda P.

Lead Instructor, Associate Degree Nursing
R.N., B.S.N., Lenoir-Rhyne College; M.S.N., University of
North Carolina at Greensboro; Certified ANA Medical-
Surgical Nurse

Fuller, Barbara G.

Testing Technician, Special Services/Testing/ADA
A.A., Forsyth Technical Community College

Fulp, Paula W.

Staff Associate, Student Development Services
A.A.S., Forsyth Technical Community College

Ganzert, Barlett Y.

Instructor, English and Humanities
B.A., M.A., Wake Forest University

Gesler, Darlene F.

Operations Manager, Bookstore

Geyer, Laura W.

Director, Research and Assessment
B.S., Touson State University; M.Ed., University of North
Carolina at Greensboro

Gibson, Christina R.

Department Chair, Radiation Therapy
B.S., Greensboro College; M.P.H., University of North
Carolina at Greensboro; Certificate, Moses H. Cone School of
Radiologic Technology; Certificate, Roanoke Memorial
School of Radiation Oncology; A.R.R.T.

Glenn, Pamela D.

Recruitment and Admissions Specialist, Corporate &
Continuing Education Services
B.A., Winston-Salem State University

Gordon, John R., Jr.

General Maintenance Mechanic, Physical Plant

Gordon, Merrill J.

Program Coordinator, Computer Programming
A.A.S., Forsyth Technical Community College; B.A.S.,
Guilford College; M.A., Appalachian State University

Gordon, Thomas F., Jr.

Public Services Librarian
A.B., Duke University; M.S.L.S., University of North
Carolina at Chapel Hill

Gore, Dudley I.

Shipping and Receiving Clerk/Cashier, Bookstore
A.A., Wingate College; B.S., Winston-Salem State University

Gore, Jason D.

Groundskeeper, Physical Plant
A.A.S., North Carolina State University

Gough, P. Natbanael

Instructor, English and Humanities
B.A., Piedmont Bible College; M.A., Wake Forest University;
M.A., University of North Carolina at Greensboro

Grab, Joshua D.

Instructor, Mathematics
A.A., Frederick Community College; B.S., Mount Saint
Mary's College; M.A., Wake Forest University

Grady, Stanley D., Jr.

Department Chair, Information Technologies
B.S., North Carolina A&T State University;
M.S., University of North Carolina at Greensboro

Green, Brenda A.

Coordinator, Records
B.A., Winston-Salem State University

Green, Gary M.

President
B.A., M.A., Ed.D., University of Kentucky

Greene, Floyd N.

Assistant Supervisor/Custodian, Physical Plant

Gregory, Sherry N.

Supervisor, Faculty/Staff Service Center

Gregory, Steven W.

Program Coordinator, Internet Technology
B.R.E., Piedmont Bible College

Griffin, Michelle A.

Staff Assistant, Corporate Education
A.A.S., Forsyth Technical Institute

Grose, Odell H., Jr.

Program Coordinator, Carpentry
Vocational Diploma, Forsyth Technical Institute;
Licensed General Contractor

Guess, Barbara D.

Instructor, English and Humanities
A.B., Johnson C. Smith University;
M.A., North Carolina A&T State University

Gunnell, Brian K.

Officer, Public Safety
Basic Law Enforcement Technology Certification

Gussman, N. Lynn

Instructor, Social Sciences
B.S., West Virginia Wesleyan College; M.Ed., University of
North Carolina at Greensboro; National Certified Counselor

Hage, E. Elaine

Instructor, English and Humanities
B.A., Washington Bible College; M.Ed., Lynchburg College

Haith, Sylvia A.

Instructor, Social Sciences
B.A., North Carolina Central University;
M.A., Appalachian State University

Hall, Annette R.

Instructor, Information Systems
B.S., Oakwood College

Hanes, Kenneth D.

Program Coordinator, Electrical/Electronics
Electrician Apprenticeship Program, Forsyth Technical
Institute; Licensed Electrical Contractor

Hanna, Cynibia I.

Secretary, Adult Literacy
A.S., Shelby State Community College

Harkness, Donald G.

Department Chair, Nuclear Medicine Technology
A.A.S., Forsyth Technical Community College;
B.S.N.M.T., Medical College of Georgia;
M.Ed., University of North Carolina at Greensboro

Harmel, Bonita C.

Instructor, Radiography
A.A.S., Forsyth Technical Community College;
B.S., Gardner-Webb College; A.R.R.T. Certification

Harpe, J. Michael

Associate Dean, Enrollment Management
B.A., M.A., North Carolina Central University

Harper, Linda K.

Daytime Switchboard Operator, Special
Services/Testing/ADA

Harris, Michael E.

Dean, Adult Literacy
B.S., M.A., North Carolina A&T State University;
North Carolina Certified Secondary School Guidance
Counselor; North Carolina Certified Nurse Assistant

Hauser, Debra D.

Accounts Receivable Coordinator, Financial Services
A.A.S., Forsyth Technical Community College;
B.S., Gardner-Webb University

Hawks, R. Garrison

Groundskeeper, Physical Plant

Hayes, Roger E.

Coordinator, Compensatory Education;
Interim Coordinator, Adult High School
B.A., Lees-McRae College

Hedrick, Annette H.

Staff Associate, Business Information Technologies
A.A.S., Forsyth Technical Community College

Hennis, Anne R.

Dean, Corporate Education
B.S., Appalachian State University;
M.B.A., Ed.D., University of North Carolina at Greensboro

Herring, Susan A.

Instructor, Real Estate
B.S.N., M.N.Ed., University of Pittsburgh;
J.D., Wake Forest University-School of Law

Herron, Charyl R.

Housekeeper, Physical Plant
B.S., *Winston-Salem State University*

Higgins, Roger E.

Assistant Supervisor/Maintenance Specialist, Physical Plant
Vocational Diploma, A.A.S., *Forsyth Technical Community College*; Licensed Electrician

Hill, Darrell H.

Dean, Engineering Technologies
B.S., M.Ed., *North Carolina State University*;
Ed.S., *Appalachian State University*

Hill, Terry R.

Accounting Technician/Cashier
A.A.S., *Forsyth Technical Community College*;
B.A.S., *Guilford College*

Hilton, Yolanda T.

Instructor, Associate Degree Nursing
B.S.N., *Winston-Salem State University*;
Neonatal Resuscitation Certified; CPI Certified

Hodges, Warren C.

Department Chair, Paralegal Technology and Real Estate;
Program Coordinator, Paralegal Technology
B.A., *Wake Forest University*;
J.D., *Wake Forest University-School of Law*

Holcomb, B. Carolyn

DocuTech Operator, Faculty/Staff Service Center

Horton, Phyllis H.

Lead Instructor, Associate Degree Nursing
A.A.S., *Rockingham Community College*; B.S.N., *Averett College*; M.S.N., *University of North Carolina at Greensboro*

Howell, Benjamin L.

Associate Dean, Counseling/Retention Services
B.A., *Wake Forest University*; M.A., *Appalachian State University*; National Certified Counselor

Hudgins, Jane C.

Instructor, Mathematics
B.S., *East Carolina University*; M.Ed., *University of North Carolina at Greensboro*

Huggins, Janice F.

Staff Assistant, Adult Literacy
A.A.S., *King's College*

Hustad, Peggy Sandin

Counselor, Counseling/Retention Services
B.A., *University of North Carolina at Chapel Hill*; M.Ed., *University of North Carolina at Greensboro*; National Certified Counselor; Licensed Professional Counselor

Hutcherson, Maria F.

Accounting Technician/Lead Cashier, Financial Services
B.S., *High Point University*

Hutchins, Wesley D.

Regional Coordinator, Fire Service;
Director, Fire and Emergency Services Training
A.A.S., *Guilford Technical Community College*;
Level II Fire Service Instructor; North Carolina EMT; CPR;
North Carolina Firefighters III

Hutslar, Sarah E.

Dean, Health Technologies
B.S., Ph.D., *Ohio State University*; M.Ed., *Miami University*

Ingle, Judith R.

Coordinator/Recruiter, English as a Second Language
B.A., *University of North Carolina at Greensboro*

Jacobson, Sheri L.

Instructor, Associate Degree Nursing
B.S.N., *University of North Carolina at Greensboro*;
M.S.N., *Syracuse University*

James, R. Bruce

Program Coordinator, Radiography at Catawba Valley
Community College
A.A.S., *Forsyth Technical Community College*

Jarrett, Darlene C.

Secretary, Employment Assistance Center
Vocational Diploma, *Berkeley Secretarial College*

Jarvis, Kenneth W.

Vice President, Business Services
B.S., M.A., *Appalachian State University*

Jeske, Mary L.

Secretary, Human Resources
A.A.S., *Madison Area Technical College*

Johnson, Gene W.

Technician, Distance Learning
B.F.A., *North Carolina School of the Arts*;
M.E.A., *Virginia Commonwealth University*

Johnson, Rodney W.

PC Technician, Information Systems
A.A.S., *Forsyth Technical Community College*

Johnson, Rose H.

Vice President, Corporate & Continuing Education Services
B.A., *Mars Hill College*; M.A., Ed.S., *Appalachian State University*; Ed.D., *North Carolina State University*

Johnson, Triquanna S.

Staff Assistant, Mazie S. Woodruff Center
A.A.S., *Forsyth Technical Community College*

Johnson, Trudee F.

Instructor, English and Humanities
B.A., M.A., *Salem College*

Jones, Bonnie A.

Counselor, Admissions
A.S., B.S., *Wingate College*

Jones, Jerry A., Sr.

Instructor, Computer Programming
B.S., *North Carolina State University*

Jones, Patricia B.

Instructor, Associate Degree Nursing
B.S.N., *Winston-Salem State University*

Jones, Walter B.

Custodian, Physical Plant

Kandara, Nicholas G.

Instructor, Mechanical Engineering Technology/
Drafting and Design
B.A., *Guilford College*

Kearns, Gerald P.

Instructor, Information Systems
B.S., *Oakland University*

Keener, Susan M.

Department Chair, English and Humanities
B.A., M.Ed., *University of North Carolina at Greensboro*

Keith, Rebecca A.

Director, Foundation/Grants Accounting
B.A.S., Guilford College; M.B.A., Pfeiffer University;
CPA, State of North Carolina

Killon, Kirk R.

Program Coordinator, Emergency Medical Science
A.A.S., Guilford Technical Community College;
B.S.N., Winston-Salem State University; Licensed Registered
Nurse; EMT Paramedic

Klinsing, Sandra L.

Secretary, Public Safety
B.S., Nyack College

Labosky, Theodore P.

Technical Services Librarian
B.A., M.L.S., University of North Carolina at Greensboro

Latimer, Kathryn E.

Clinical Education Coordinator, Computed Tomography
and Magnetic Resonance Imaging Technology
Vocational Diploma, St. John's School of Radiology;
A.R.R.T.(R)(MR)

Lawing, Barry A.

Instructor, Social Sciences
B.A., Mars Hill College; M.A., Wake Forest University

Leonard, William T.

Building Maintenance Supervisor, Physical Plant
Vocational Diploma, Forsyth Technical Community College

Leslie, Robert O.

Coordinator, Industrial and Corporate Training
A.A.S., Rowan-Cabarrus Community College;
B.T., M.A., Appalachian State University; Training and
Development Certificate, University of Oklahoma;
DACUM Certificate; Zenger Miller Certified Instructor

Lester, Joy K.

Instructor, Developmental Reading
A.A., Wingate Junior College; B.A., Clemson University;
M.A.T., The Citadel

Lewis, Daphne T.

Grants Coordinator, Forsyth Tech Foundation
B.A., John Wesley College

Lindsay, Vickie L.

College Transfer Technician, Admissions
A.A.S., Forsyth Technical Community College;
B.S., High Point University

Lineberry, Forrest W.

Accounting Technician/Receivables, Financial Services
A.A.S., Wytchville Community College; B.S., Bluefield College

Long, Molly K.

Clinical Education Coordinator, Radiography
Radiologic Technician Certification, Bowman Gray School
of Medicine

Lowery, Luther M.

Instructor, Associate Degree Nursing
R.N., B.S.N., North Carolina A&T State University

Lowery, Nancy T.

Utility Custodian, Physical Plant

Marion, Sue C.

Director, Small Business Development Center
A.A.S., Johnston Community College; B.S., Atlantic Christian
College; M.A., Appalachian State University

Marion, W. Martin

Instructor, Architectural Technology
A.A.S., Forsyth Technical Institute; B.A., University of North
Carolina at Charlotte; Registered Architect, State of North
Carolina; A.I.A.

Marotz, Gae D.

Textbook Manager, Bookstore

Marotz, William H.

Program Coordinator, Computer Engineering Technology
B.S., M.S., Stout State University

Martin, June P.

Lead Instructor, Associate Degree Nursing
A.A.S., Patrick-Henry Community College;
B.S.N., University of Virginia;
M.S.N., University of North Carolina at Greensboro

Martin, Sheila H.

Secretary, Physical Plant
A.A.S., Forsyth Technical Community College

Mattbews, Anthony G.

Instructor, Machining Technology/Tool, Die,
and Mold Making
A.A.S., Forsyth Technical Community College

McClive, Patricia K.

Printing Specialist, Marketing and Public Information
A.A.S., Forsyth Technical Community College; Vocational
Diploma, Forsyth Technical Institute

McClung, Philip L.

Director, Purchasing/Equipment
B.A., M.A., Appalachian State University

McGuire, George R.

Program Coordinator, International Business
B.S., University of North Carolina at Greensboro;
M.S., High Point University

McIntosh, Kenith W.

Program Coordinator, Recreational Vehicle Maintenance
RVDA, RVIA Master Technician Certification

McLean, Sherraine L.

Counselor, Counseling/Retention Services
B.A., North Carolina Central University;
M.S., North Carolina A&T State University

McLendon, George

Director, Recruiting/Minority Services
B.S., Winston-Salem State University;
M.S., North Carolina A&T State University;
National Certified Counselor

McMoore, Barbara H.

Housekeeper, Physical Plant

Mecum, Anna F.

Staff Assistant, Engineering Technologies

Merritt, Joani L.

Computer Support Specialist, Distance Learning
A.A.S., Forsyth Technical Community College

Miller, Kevin V.

Supervisor, Public Safety
Basic Law Enforcement Technology Certification

Miller, Nancy P.

Program Coordinator, Cisco Technical Support
A.A.S., Forsyth Technical Community College;
CCNA, CGIA, A+CompTIA, and MCP Certifications

Mitchell, Dawn P.

Secretary, Health Technologies
A.A.S., Forsyth Technical Community College

Mitchell, George R.

Instructor, Information Systems
A.A.S., Forsyth Technical Community College

Mobley, Patricia A.

Lead Instructor, Associate Degree Nursing
R.N., Crawford W. Long Memorial Hospital;
B.S.N., Winston-Salem State University;
M.S.N., University of North Carolina at Greensboro;
Medical-Surgical Nursing Specialty Certificate

Moore, Mary O.

Officer, Public Safety
A.A.S., Forsyth Technical Community College;
Basic Law Enforcement Training Certification

Moore, Pamela S.

Secretary, Student Financial Services
A.A.S., Southwest Virginia Community College

Moore, Sharon M.

Instructor, Practical Nursing
B.S.N., University of North Carolina at Greensboro

Morgan, Marian V.

Financial Aid Assistant, Student Financial Services
B.S., Appalachian State University

Morgan, Tammy L.

Accounting Technician/Receivables, Financial Services
A.A.S., Forsyth Technical Community College;
B.S., Gardner-Webb University

Morris, Matthew C.

Instructor, English and Humanities
B.A., Davidson College; M.A., Ph.D., Wake Forest University

Morris, Pauline A.

Recruiter and Community Developer, Corporate &
Continuing Education Services
B.A., Crown College; M.A., Azusa Pacific University

Mounce, Dianne W.

Processing Secretary, Admissions
A.A.S., Richmond Community College

Muñiz, Gila C.

Recruitment and Admissions Specialist,
Corporate & Continuing Education Services
A.A.S., Berkeley College

Mutton, Albert F., Jr.

Interim Department Chair, Life Sciences
B.S., M.S., East Tennessee State University;
Registered Cardiopulmonary Technologist

Neas, Jan P.

Assistant, Learning Center
A.A.S., Forsyth Technical Community College;
B.A., Gardner-Webb College

Nelson, Emma Jean

Trainer, Health Occupations
B.S.N., Winston-Salem State University;
L.P.N. Certificate, Forsyth Technical Community College

Newsome, Judy K.

Receptionist/Secretary, Admissions
A.A.S., Forsyth Technical Community College

Nichols, Tina H.

Processing Secretary, Admissions

Ogletree-McDougal, Annette

Director, Marketing and Public Information
B.A., University of North Carolina at Greensboro

O'Neal, Pamela V.

Housekeeper, Physical Plant

O'Neal, Willie F., Jr.

Custodian, Physical Plant

O'Neal, Willie F., Sr.

Custodian, Physical Plant

Palmer-Maness, Patti L.

Acting Program Coordinator, Criminal Justice
B.S., Appalachian State University;
M.A., Lenoir-Rhyne College

Parker, Carol A.

Program Coordinator, Cisco Regional Academy
A.A.S., Forsyth Technical Community College;
Diploma, King's Business College; Novell Certification,
CNE, CNI, CNA; Microsoft Certification, MCT, MCP

Pearce, Christopher Y.

Instructor, Networking Technologies
A.A.S., Forsyth Technical Community College

Pearce, Elsie E.

Technical Support Coordinator, Business Information
Technologies
A.A.S., Forsyth Technical Community College;
B.M., East Carolina University

Pennell, Stephen G.

Maintenance Mechanic-HVAC Electrical Technician,
Physical Plant

Pérez, Rafael

Coordinator, Workplace Literacy and Spanish Programs
B.A., University of Puerto Rico;
M.Ed., Saint Thomas University

Perry, Nell V.

Staff Assistant, Small Business Development Center
A.A.S., Blue Ridge Community College;
B.S., Winston-Salem State University

Peting, Glen E., III

Technical Support Assistant, Information Technologies
Education Center
A.A.S., Forsyth Technical Community College;
B.S., Virginia Military Institute

Petree, Robin N.

Program Coordinator, Machining Technology/ Tool, Die,
and Mold Making
Vocational Diploma, A.A.S., Forsyth Technical Institute

Phelps, Susan Q.

Director, Educational Partnerships
B.A., *University of South Carolina*; M.A., *Appalachian State University*; Ph.D., *University of North Carolina at Greensboro*; National Certified Counselor

Plintix, R. Allen

Department Chair, Social Sciences
B.A., M.A., *University of North Carolina at Greensboro*

Polanis, Marcia E.

Instructor, Office Systems Technology
A.A.S., *Forsyth Technical Community College*; B.A., *Indiana University of Pennsylvania*

Powell, Norma J.

Housekeeper, Physical Plant

Pratt, Thomas C.

Grounds Maintenance Supervisor, Physical Plant
B.S., *Virginia Polytechnic Institute and State University*

Pritchard, Bernyce L.

Instructor, Practical Nursing
R.N., *Riverside School of Nursing*; B.A., *Salem College*;
B.S.N., *Winston-Salem State University*

Queen, Garland W.

Department Chair, Electronics Technologies;
Program Coordinator, Electronic Engineering Technology
B.S.E.E., *University of North Carolina at Charlotte*;
M.S.E.E., *Clemson University*

Quesenberry, Scot R.

Director, Physical Plant
Vocational Diploma, *Forsyth Technical Institute*;
CFC Universal License

Rajacich, Carolyn T.

Assistant Dean, Health Technologies;
Department Chair, Practical Nursing
R.N., *Rowan Memorial Hospital*;
B.S.N., *Winston-Salem State University*

Randall, William D.

Director, Distance Learning
B.S., *Indiana University*; M.A., *Appalachian State University*; Ed.D., *University of North Carolina at Greensboro*

Ray, Deana K.

Staff Assistant, Grady P. Swisher Center
A.A.S., *Amarillo Community College*;
B.S., *High Point University*

Redfield, Kristin L.

Instructor, English and Humanities
B.A., M.A., *University of North Carolina at Greensboro*

Reeves, Derrick A.

Instructor, Welding Technology
A.A.S., *Forsyth Technical Community College*; Vocational Diploma, *Forsyth Technical Institute*; C.W.I.; C.W.E.

Rice, Sabra L.

Secretary, Arts and Sciences
A.A., *Forsyth Technical Community College*

Richards, Tanya R.

Secretary, Corporate Education
A.A.S., *Forsyth Technical Community College*

Richardson, Colleen R.

Counselor, Counseling/Retention Services
B.A., *Appalachian State University*; M.Ed., *Wake Forest University*; National Certified Counselor

Richardson, Margaret S.

Secretary, Research and Assessment
A.A.S., *Forsyth Technical Community College*

Richardson, Maryanna B.

Instructor, Speech/Communications
B.A., M.A., *University of North Carolina at Greensboro*

Richardson, Roger A.

Program Coordinator, Horticulture
A.A.S., *Forsyth Technical Community College*;
B.A., *Syracuse University*; M.A., *Wake Forest University*

Rinehardt, Sybil D.

Department Chair, Developmental Education
B.A., M.A., *University of North Carolina at Charlotte*;
Ed.S., *Appalachian State University*

Robbins, Frederick A.

Program Coordinator, Manufacturing Engineering
Technology
Vocational Diploma, A.A.S., *Forsyth Technical Institute*

Roberson, Delores

Housekeeper, Physical Plant

Robertson, Randall A.

Director, Information Systems
A.A.S., *Forsyth Technical Community College*

Rockson, Annette B.

Housekeeper, Physical Plant

Roth, Thomas M., Jr.

Program Coordinator, Automation/Robotics Technology
B.S.E.E., *Rice University*

Roundtree, Fredrick L.

Instructor, English and Humanities
B.A., *Winston-Salem State University*;
M.A., *North Carolina A&T State University*

Rowe, Felix A., Jr.

Vice President, Instructional Services
B.A., M.A., *Wake Forest University*;
Ed.D., *North Carolina State University*

Rubush, W. Shannon, II

Instructor, Associate Degree Nursing
B.S.N., *Florida State University*

Saddler, J. Gregory

Maintenance Specialist-Electrical Technician, Physical Plant
Vocational Diploma, *Forsyth Technical Community College*

Salandy, Andy B.

Instructor, Life Sciences
B.S., M.S., *Appalachian State University*

Sallee, Athene W.

Instructor, Developmental English
B.A., *Wayland College*; M.Ed., *University of Oklahoma*;
M.A., *Appalachian State University*

Savey, Kelli N.

Accounting Technician/Payables, Financial Services
B.A., *University of North Carolina at Chapel Hill*

Seebrest, Joe S.

Program Coordinator, Heavy Equipment and Transport Technology
Special Certification Training, Caterpillar Cummins Factory, Detroit Diesel, Ford Motor Company

Sequeira, Anna J.

Instructor, Physical Sciences
B.Sc., M.Sc., DHE, Bombay University; TEFL, Royal Society of Arts in England; M.S., Radford University; Ph.D., Virginia Polytechnic Institute and State University

Sexton, Gloria L.

Director, Women's Resource Center and Support Services
B.A., Saint Augustine College; M.S., North Carolina A&T State University

Shallua, Lucas D.

Instructor, Life Sciences
B.S., M.S., D.Sc., Skoime University of Agriculture

Shanks, Lucy D.

Housekeeper, Physical Plant

Sheets, C. Daniel

Assessment and Retention Specialist, Corporate & Continuing Education Services
A.A.S., Fayetteville Technical Community College; B.S., High Point University

Shepherd, J. Bruce

Director, Student Data Support Services
B.S., M.A., Appalachian State University; Ed.D., University of North Carolina at Greensboro

Sheppard, Perry W.

Department Chair, Respiratory Therapy
A.A.S., Forsyth Technical Community College; B.S., Gardner-Webb University; Nationally Certified in Therapeutic Massage and Bodywork (NCTMB); RRT, RPFT, PCPT, Specialty in Perinatal/Pediatric Respiratory Care (NBRC)

Sheppard, Wendy P.

Officer, Public Safety
Basic Law Enforcement Technology Certification, Surry Community College

Sherrill, Sharon L.

Trainer, Small Business Development Center
B.A., Guilford College; M.A., Wake Forest University; Ed.D., University of North Carolina at Greensboro

Shields, Sheila B.

Instructor, Social Sciences
B.A., Appalachian State University; M.Ed., Wake Forest University

Shirk, Louise R.

Secretary, Health and Emergency Services

Shirk, Robert D.

Instructor, Social Sciences
B.R.E., Piedmont Bible College; B.A., Salem College; M.S.H.E., Ed.S., University of North Carolina at Greensboro

Shoaf, Donald C.

Instructor, Radiography
A.A.S., Forsyth Technical College; B.A., High Point College; M.Ed., University of North Carolina at Greensboro; A.R.R.T.(R)

Shulstad, E. Reeves

Instructor, Humanities and Fine Arts
B.A., Converse College; M.M., Ph.D., Florida State University

Shumate, Edward G., Jr.

Instructor, Automotive Systems Technology
A.A.S., Guilford Technical Community College; Vocational Diploma, Forsyth Technical Community College

Silverman, Cheri E.

Executive Secretary, Instructional Services
A.A.S., Forsyth Technical Community College

Simpson, Donna L.

Housekeeper, Physical Plant

Sineath, Alice B.

Department Chair, Accounting and Business Technologies; Program Coordinator, Accounting
B.S.B.A., M.A., Appalachian State University; C.P.A., State of North Carolina

Sineath, B. J.

Director, Grady P. Swisher Center
A.A., Rockingham Community College; B.S., Appalachian State University; M.Ed., Ed.D., University of North Carolina at Greensboro

Skinner, Sara B.

Instructor, Mathematics
A.B., Atlantic Christian College; M.A.T., University of North Carolina at Chapel Hill; Ed.D., University of North Carolina at Greensboro

Slade, John R., Jr.

Dean, Arts and Sciences
B.A., University of North Carolina at Chapel Hill; M.S., North Carolina A&T State University

Small, Voullyne B.

Counselor/Advisor, Adult Literacy
B.S., M.S., North Carolina A&T State University; National Certified Counselor

Smart, Robert M., Jr.

Maintenance Mechanic-Carpenter, Physical Plant

Smith, Elaine M.

Secretary, Auxiliary Services
A.A.S., Middlesex County College; B.S., Kean University; Secretarial Diploma, Taylor Business Institute

Smith, Rodney T.

Program Coordinator, Welding Technology
Vocational Diploma, Forsyth Technical Institute; B.R.E., Piedmont Bible College; M.A., Appalachian State University

Smith, Shannon S.

Accounting Technician/Payables, Financial Services
A.A.S., Forsyth Technical Community College

Smith, Teresa P.

Clinical Education Coordinator, Nuclear Medicine Technology
A.A.S., Forsyth Technical Institute; B.S., Greensboro College; M.S., North Carolina A&T State University; C.N.M.T., A.R.R.T.(N)

Souther, Tracey P.

Department Chair, Networking Technologies
B.S., M.A., Appalachian State University

Southern, Tony L.

Instructor, Automotive Systems Technology
A.A.S., *Surry Community College; Automotive Systems
Technology Master ASE Certified*

Spell, Anna L.

Secretary, Women's Resource Center and Support Services
B.A., *Meredith College*

Sperber, Frank M.

Maintenance Mechanic-Electrician's Assistant, Physical Plant
Vocational Diploma, *Forsyth Technical Community College*

Spillman, Sandra L.

Housekeeper, Physical Plant

Springs, Jennifer Y.

Circulation Assistant, Library Services
B.A., *Fayetteville State University*

Springs, Ruth E.

Housekeeper, Physical Plant

Spurgeon, Thelma W.

Department Chair, Office Technologies;
Program Coordinator, Office Systems Technology
B.A., *Bennett College; M.B.E., University of North Carolina
at Greensboro*

Squire, Annette B.

Processing Secretary, Admissions

Stainbrook, Eric J.

Program Coordinator, English Composition
B.A., *University of Pittsburgh at Bradford;*
M.A., *Northwestern University*

Stanley, Allene

Housekeeper, Physical Plant

Stanley, Shannon T.

Career Development Instructor, Adult Literacy
A.A.S., *Surry Community College; B.S., M.B.A., Gardner-
Webb University; Career Development Facilitator Certificate*

Stephens, Edward T.

Programmer/Technician, Information Systems
B.A., *Brigham-Young University*

Stoltz, Herbert E.

Program Coordinator, Automotive Systems Technology
A.A.S., *Forsyth Technical Community College; Disc Brake
School, Automotive Tune-up School, G.M. Training Center;
Ford Motor Company Training; Mitchell On-Demand
Systems, Mitchell Driveability Systems*

Stone, Charles A., IV

Instructor, Physical Sciences
B.S., *North Carolina State University; M.S., University of
Wisconsin; Ph.D., University of California at Los Angeles*

Storall, Pamela H.

Instructor, Information Systems
B.S., *North Carolina State University*

Strausser, Karen G.

Payroll Technician, Financial Services
A.A.S., *Forsyth Technical Community College*

Suggs, Sandra W.

Counselor, Admissions
B.A., *Wingate College*

Sutphin, Donald G.

Department Chair, Integrated Manufacturing Technologies;
Program Coordinator, Mechanical Engineering
Technology/Drafting and Design
A.A.S., *Davidson County Community College;*
B.E.T., *University of North Carolina at Charlotte;*
Vocational Diploma, *Forsyth Technical Institute*

Swaim, Cathy S.

Staff Associate, Business Services
A.A.S., *Mitchell College*

Swain, Michael E.

PC Technician, Information Systems
A.A.S., *Forsyth Technical Community College*

Swenson, Edward J.

Instructor, Mathematics
B.S., *United States Military Academy; M.A., University of
Washington; M.S., North Carolina A&T State University*

Tarr, Jeanette L.

Instructor, Life Sciences
B.S., M.A., Ed.S., *Appalachian State University*

Tatum, Bettie B.

Facilities Operations Technician, Physical Plant
A.A.S., *Forsyth Technical Community College*

Tennits, Heidi A.

Department Chair, Physical Education
B.S., *Grand Valley State College;*
M.A., *Western Michigan University*

Thomas, Marie H.

Instructor, Associate Degree Nursing
B.S.N., *Vanderbilt University; M.S.N., University of North
Carolina at Greensboro*

Tinnes, Thomas M.

Program Coordinator, Air Conditioning, Heating, and
Refrigeration
Vocational Diploma, *USAF Electronics School;*
North Carolina Refrigerator Contractor

Todd, Martha H.

Financial Aid Technician (A-K), Student Financial Services
A.A.S., *Forsyth Technical Community College*

Turner, Douglas M.

Lead Instructor, Associate Degree Nursing
A.D.N., *Wytteville Community College; B.S.N., University of
the State of New York at Albany; M.S.N., University of
Virginia; M.S.N.A., University of North Carolina at
Greensboro; Anesthesia Nursing Certificate, Bowman Gray
School of Medicine; Certified Registered Nurse Anesthetist,
American Association of Nurse Anesthetists*

Tuttle, Jacqueline M.

Instructor, Developmental Science
B.S., *High Point College*

Tuttle, Jeffrey L.

Program Coordinator, Banking and Finance;
Program Coordinator, Funeral Service Education
B.S., M.A., *Appalachian State University*

Tyson, Tommy J.

Instructor, Developmental Reading
B.S., *Winston-Salem State University;*
M.A., *Appalachian State University*

Valenti, Veronica M.

Coordinator, Basic Skills Testing
B.S., Saint John's University, M.S., Rutgers, The State University of New Jersey

VanderKlok, Rebecca M.

Director, Alumni Affairs
A.A.S., Forsyth Technical College;
B.S.A.S., Winston-Salem State University

Vargas, Nancy H.

Trainer, Health Occupations
B.S., Western Carolina University;
B.S.N., University of Alabama

Vernon, Carole S.

Technician, Human Resources
A.A.S., Forsyth Technical Community College

Waddell, Edwin B.

Director, Student Activities
B.A., Mars Hill College;
M.Div. Southwestern Technological Seminary

Wadsley, Sheila B.

Director, Financial Services
B.A.S., Guilford College; CPA, State of North Carolina

Walter, Gwendolyn C.

Instructor, Early Childhood Education
B.S.H.E., M.Ed., University of North Carolina at Greensboro

Watson, Debra E.

Secretary, Adult Literacy

Watts, Ann B.

Program Coordinator, Early Childhood Education
B.S., M.Ed., University of North Carolina at Greensboro

Weaver, Cindy D.

Student Development Services Technician,
Counseling/Retention Services
A.A.S., Forsyth Technical Institute

Webb, Linda C.

Service Center Specialist, Faculty/Staff Service Center
B.A., Winston-Salem State University

Weddle, Sherri L.

Administrative Assistant to the President
A.A.S., Forsyth Technical Community College

Wenner, Ellen J.

Department Chair, Early Childhood and Human Services
B.S., M.S., Worcester State College

Wesolick, Duane L.

Instructor, Social Sciences
B.S., Embry-Riddle Aeronautical University;
M.A., Western Carolina University

Westerman, Gloria E.

Coordinator, TABE/CASAS and ABS/GED
B.A., Purdue University

Whisenbunt, Jannette T.

Department Chair, Dental Assisting/Dental Hygiene
A.A.S., Central Piedmont Community College; B.S., Greensboro College; M.Ed., Ph.D., University of North Carolina at Greensboro

Whisenbunt, Rhonda C.

Receptionist/Information Specialist,
Special Services/Testing/ADA
Microcomputing Certificate, Forsyth Technical Community College

White, Linda H.

Lead Instructor, Associate Degree Nursing
B.S.N., University of Alabama;
M.S.N., Vanderbilt University

White, Mardi D.

Program Coordinator, Microsoft
A.A.S., Forsyth Technical Community College;
Microsoft Certified Professional

Wilder, William B.

Department Chair, Transportation Technologies; Program Coordinator, Automotive Systems Technology/Race Car Performance
A.A.S., Guilford Technical Community College; Vocational Diploma, Forsyth Technical Institute; ASE Certified; Electronic Engine Controls Specialist Certificate

Wiles, Jerri F.

Program Coordinator, Information Systems
A.A.S., Forsyth Technical Community College; B.S., High Point University; M.B.A., Ed.S., Appalachian State University

Wilkins, Dwayne R.

Maintenance Mechanic-Painter, Physical Plant

Williams, Ann M.

Department Chair, Mathematics
B.A., St. Andrews College; M.A., University of North Carolina at Chapel Hill

Williams, Dawn A.

Secretary, Information Technology Education Center
A.A.S., Davidson County Community College

Williams, Leola B.

Housekeeper, Physical Plant

Williams, T. Michelle

Instructor, English and Humanities
B.A., Wake Forest University; M.A., University of North Carolina at Greensboro

Williams, Tracey M.

Secretary, Health and Emergency Services
A.A.S., Forsyth Technical Community College

Wimbish, Janice D.

Instructor, Practical Nursing
B.S.N., Clemson University

Wood, E. Lorraine

Coordinator, Admissions
B.S., North Carolina Central University

Wood, Nelda M.

Evening Switchboard Operator, Special Services/Testing/ADA

Wooten, Robin L.

Officer, Public Safety
A.A.S., Forsyth Technical Community College; Basic Law Enforcement Technology Certification, Davidson County Community College

Wooten, Toni M.

Secretary, Information Systems
A.A.S., *Surry Community College*

Worley, Ernestine D.

Lead Instructor, Practical Nursing
B.S.N., *Hampton University*; M.Ed., *Wake Forest University*;
M.S.N., *University of North Carolina at Greensboro*

Wright, Angelia T.

Instructor, Social Sciences
B.S., M.A., *Appalachian State University*

Yates, Janet L.

Instructor, Mathematics
B.S., M.Ed., *University of North Carolina at Greensboro*

Young, Phygenia F.

Instructor, Early Childhood Education
B.S., *Winston-Salem State University*;
M.S., *North Carolina A&T State University*

Yurko, Linda W.

Department Chair, Radiography
B.S., *Greensboro College*; M.A., *Wake Forest University*;
Certificate, *Presbyterian School of Radiologic Technology*;
A.R.R.T.(Me)(R)

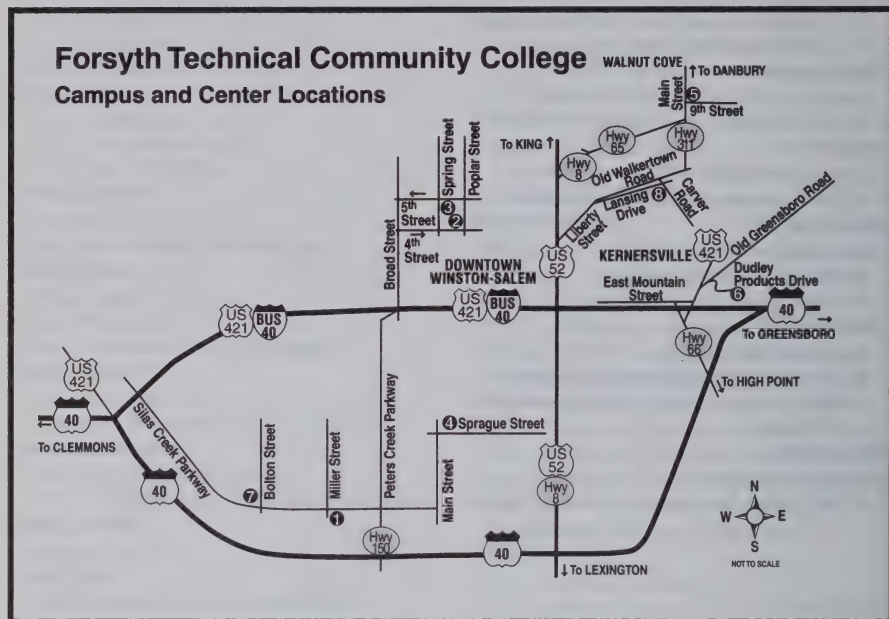
Zink, Amy D.

Instructor, Life Sciences
B.S., M.S., *Georgia State University*

MAPS OF ALL CAMPUS LOCATIONS

Forsyth Technical Community College

Campus and Center Locations



Campus & Center Locations

① Main Campus

2100 Silas Creek Parkway
Winston-Salem, NC 27103-5197
(336) 723-0371
(Mailing address for all Forsyth
County locations. Please send
correspondence to main campus for
distribution.)

② 4th Street Small Business Center

Chamber Building
601 West 4th Street
Winston-Salem, NC
(336) 631-1320

③ 5th Street Library Center

Forsyth County Public Library
660 West 5th Street
Winston-Salem, NC
(336) 631-1325

④ Southside Hispanic Center

309 East Sprague Street
Winston-Salem, NC
(336) 631-8878
Se habla español.

⑤ Stokes County Office

904 North Main Street
Walnut Cove, NC
(336) 591-3464

⑥ Grady P. Swisher Center

1251 Dudley Products Drive
Kernersville, NC
(336) 993-6780

⑦ West Campus

1300 Bolton Street
Winston-Salem, NC
(336) 761-1002

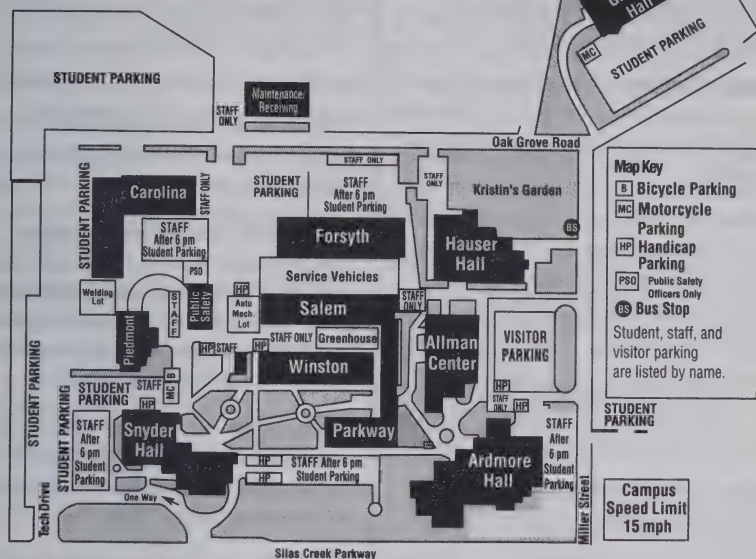
⑧ Mazie S. Woodruff Center

4905 Lansing Drive
Winston-Salem, NC
(336) 744-5159

MAP OF MAIN CAMPUS

EDUCATION THAT WORKS
ForsythTech
COMMUNITY COLLEGE

MAIN CAMPUS



Forsyth Technical Community College
2100 Silas Creek Parkway
Winston-Salem, NC 27103

Allman Center

- Admissions Office
- Alumni Affairs & Special Events Office
- Arts and Sciences Division Office
- Business Office
- Career Guidance Center
- Cashier's Office
- Classrooms/Labs
- Counseling Center
- Curriculum Development Department Office
- Employment Assistance Center
- Forsyth Tech Foundation
- Grant Office
- Human Resources Office
- Information Desk
- Information Systems Office
- Institutional Advancement Office
- Institutional Planning and Support Services Offices

Instructional Services Office

- James A Rousseau II Minority Male Mentoring Program
- Marketing & Public Information Office
- President's Office
- Purchasing Office
- Records Office
- Recruiting/Minority Services Office
- Research and Assessment Office
- Student Financial Services
- Testing Center

Ardmore Hall

- Audiovisual Services
- Auditorium A & B
- Classrooms
- Directed Studies Center
- Distance Learning Center
- Learning Center
- Library

Carolina Annex

- Environmental Services Office
- Public Safety Office

Carolina Building

- Classrooms/Shops

Forsyth Building

- Classrooms/Shops

Greene Hall

- Classrooms/Labs
- Health Technologies Division Office

Hauser Hall

- Business Information Technologies Division Office
- Cafeteria
- Classrooms/Labs
- Thomas H. Davis #TEC Center
- Women's Resource Center

Maintenance/Receiving Building

- Physical Plant
- Shipping and Receiving

Parway Building

- Classrooms
- Development Education Office

Piedmont Building

- Classroom/Shops

Salem Building

- Classrooms/Shops

Snyder Hall

- Bookstore
- Classrooms/Labs
- Faculty/Staff Service Center
- Student Activities Center
- Student Government Council Office

Winston Building

- Classrooms/Shops
- Engineering Technologies Division Office

TERMS TO KNOW

Frequently used terms and their definitions

Academic Advisor: A person who approves the selection of courses for a student chosen program of study, and is usually a faculty member or counselor in the Counseling Center.

Academic Standing: Entering students must earn a grade point average (GPA) of 2.0 by the end of their first semester and maintain a GPA of 2.0 thereafter.

Accreditation: Various professional agencies appoint teams of evaluators who periodically study Forsyth Tech's programs and services to ensure that they meet standards of quality and are relevant to the college's purpose.

Adult High School: A program that allows adults to complete high school courses and credits for an adult high school diploma.

Associate in Applied Science: A two-year technical degree that prepares students for the job market.

Associate in Arts: A two-year college transfer program that concentrates on humanities and social sciences for those planning to continue to a bachelor's degree program in a senior institution.

Associate in Science: A two-year college transfer program that concentrates on mathematics and biological or physical sciences for those planning to continue to a bachelor's degree program in a senior institution.

Audit: A course for which a student pays tuition and fees but does not receive credit. An **Audit Request Form** is available in the Counseling Center or from the appropriate division dean.

Catalog: This publication is available in the Admissions Office or via e-mail at www.forsythtech.edu. It contains almost everything a student needs to know about Forsyth Tech and its programs.

Continuing Education Units (CEUs): Corporate & Continuing Education Division occupational extension courses are approved for continuing education units (CEUs). CEU credit is based upon the number of hours a course is

scheduled to meet. One CEU is awarded for every ten hours, and any portion thereof, a person attends class. (For example, a course that meets for 22 hours awards 2.2 CEUs.)

Certificate: A program of study generally requiring one year or less of course work.

Contact Hours: The actual number of hours in class per week, per course.

Corporate & Continuing Education: This division provides open enrollment and customized noncredit courses as well as adult high school, general education development (GED), and English as second language (ESL) programs for citizens who are 18 years old or older.

Credit Hours: Every class is worth a value called a credit hour. Every degree, diploma, and certificate program requires a student to take a certain number of credit hours.

Counselor: A person who provides a student with personal, academic, vocational, and career counseling.

Cumulative Grade Point Average (GPA): The average of a student's grades for all classes taken at Forsyth Tech. It is calculated by adding all earned quality points and dividing by the number of credit hours taken.

Curriculum: The program of courses required to receive a degree, diploma, or certificate in a chosen program of study.

Developmental Education: This program offers a series of courses for preparation, remediation, and academic guidance to improve a student's academic skills in order to be successful in a program of study.

Diploma: A program of study that usually requires two semesters plus one term or more of course work to complete. Courses are not designed to transfer to a four-year institution.

Division: An academic area within the college. Forsyth Tech has five divisions: Arts and Sciences, Business Information Technologies, Corporate &

Continuing Education, Engineering Technologies, and Health Technologies.

Drop/Add: When a student adjusts their schedule by dropping courses registered for, but no longer wishing to take, and/or adding other courses. The drop/add period is limited and is indicated on the college calendar.

Electives/Unrestricted Electives: A course which is not specifically named in a student's curriculum, but is required to graduate. Students should check with their academic advisor before choosing an elective.

Financial Aid: Grants (monies given to students through the federal and state government), scholarships, work programs, and student loans available to qualified students to help meet educational expenses.

Full-Time Student: A student who is taking at least 12 credit hours during fall and spring semesters and at least 9 hours during summer term.

GED (General Education Development): Persons who have not completed high school may choose to take a series of tests that correspond to most high school curricula to determine if they qualify for a high school equivalency diploma.

Independent Study: A credit course, allowed only in special circumstances, in which a student works individually with a faculty member.

Live Project: A course that offers hands-on experience in the workplace, usually in the Engineering Technologies Division.

Part-Time Student: A student who is registered for 11 credit hours or fewer during fall and spring semesters and less than 9 hours during summer term.

Plagiarize: Using ideas or words of another as your own without crediting the source. Plagiarism is a form of cheating.

Practicum: A course that offers hands-on experience in the workplace.

Prerequisites: Preliminary skills, knowledge, or other courses which are required before a student enrolls in a particular course. Prerequisites are listed by course and course description in the catalog. Descriptions are alphabetized by course prefix.

Probation: Students are placed on academic probation when their grade point average (GPA) falls below 2.0.

Proficiency Test: Students may, under certain conditions, take an exam and receive credit for a course without having taken the course. A student will not receive a grade, just the credit hours.

Special Credit Student: A student who is taking one or more curriculum credit course, but is not enrolled in a specific curriculum.

Student Activity Fee: The fee a student pays every semester that covers social activities for all students, part of graduation expenses, the student newspaper, *Technically Speaking*, and the *Student Handbook*.

Student Government Association (SGA): A student can get involved in SGA activities by contacting the student activities facilitator, lower level Snyder Hall, Main Campus.

Transcript: A printed record of every course taken at Forsyth Tech and the grades a student has received. An official transcript is stamped with the seal of the college. Transcripts are obtained at a cost of \$2.00 from the Records Office (1st Floor), Allman Center, Main Campus.

Work Study: A federally-funded program through which qualified students, primarily from low-income families, are given part-time employment as a part of their financial aid award.

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CAMPUS AND CENTER LOCATIONS

Main Campus

2100 Silas Creek Parkway
Winston-Salem, NC 27103-5197
(336) 723-0371

(Mailing address for all Forsyth County locations)

4th Street Small Business Center

Chamber Building
601 West 4th Street
Winston-Salem, NC
(336) 631-1320

5th Street Center

Forsyth County Public Library
660 West 5th Street
Winston-Salem, NC
(336) 631-1325

Southside Hispanic Center

309 East Sprague Street
Winston-Salem, NC
(336) 631-8878
Se habla español.

Stokes County Office

904 N. Main Street
Walnut Cove, NC
(336) 591-3464

Grady P. Swisher Center

1251 Dudley Products Drive
Kernersville, NC
(336) 993-6780

West Campus

1300 Bolton Street
Winston-Salem, NC
(336) 723-0371

Mazie S. Woodruff Center

4905 Lansing Drive
Winston-Salem, NC
(336) 744-5159



www.forsythtech.edu
admissions@forsyth.cc.nc.us